

Redwood City School District
750 Bradford Street • Redwood City, CA 94063 • 650-423-2200

FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher: Nick Fanougiakis

☐ Regular/Local Field Trip: Chaperone Ratio (10:1) or ☒ Water/Overnight/Out-of-country:
Chaperone Ratio (7:1)

School: MIT Field Trip Activity: Canoe Trip Partner
Redwood City with MSI
Location: 500 Discovery Pkwy Date(s) of Field Trip: 9/16/2026

Educational Purpose: Science activities aligned to
6th grade curriculum.

Number of Students: 26 students Number of Adults: 7 + 1
ratio

Method of Transportation: Bus

**Nursing needed for one or more students
(Diastat, Insulin, Feeding Tube or other
condition etc.):

☒ Yes ☐ No

**Special Services needed for one or more
students (Deaf/Hard of Hearing/Visually
Impaired, Wheelchair etc.):

☐ Yes ☒ No

***If yes, the site admin is to contact the Director of Health and Wellness and/or the Director of Special Education
at least 4 weeks prior to a field trip to coordinate services.*

If transportation is to be provided by private vehicles, the following information has been checked and
obtained:

Driver Form signed by each private car driver certifying the following:

- Driver is over 25 years of age and possesses a valid California driver's license.
- Vehicle to be used is insured for at least the minimum required by the state of California.
- Vehicle has the proper number of safety belts as required by state law.
- The vehicle's rear-view mirrors, brake lights, directional signals, tires, and windshield wipers are
in good operating condition and there is no vision impairment in the vehicle.
- Booster Seat for children who are under 8 and 80 pounds, per California law
- Vehicle has a first aid kit.

To be completed by Site Administration or Management:

☒ Volunteers have been fingerprinted through H.R. at least two weeks prior
☒ Megan's Law website checked for all chaperones
☒ **Contact Director of Health and Wellness and/or Director of Special Education at least 4 weeks
prior to a field trip to coordinate services. Please make a copy of this form and give it to your School
Nurse or the Special Ed Department to assist with services.

Principal's Signature:

[Signature]

Date:

8/14/2026

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FIELD TRIP REQUEST FORM

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Chaperone Ratio (7:1)

School: McKinley Field Trip Activity: Canoe trip Partner with

Location: 500 Discovery PKWY Date(s) of Field Trip: 10/30/26 ^{MSI}
PWC, CA

Educational Purpose: coh grade Curriculum

Number of Students: 26 student

Number of Adults: 7+1 ratio

Method of Transportation: Bus

**Nursing needed for one or more students
(Diastat, Insulin, Feeding Tube or other
condition etc.):

☒ Yes ☐ No

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Date: _____