

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: Michelle Ortez, Nick Tsivikas, and Desiree Johnson

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

School: Roy Cloud School Field Trip Activity: Outdoor Ed

Location: Jones Gulch Date(s) of Field Trip: 10/05/26 - 10/09/26

Educational Purpose: science camp, enviromental studies, and ocean studies

Number of Students: 87

Number of Adults: 3 adults and 16 cabin leaders
(High School Students)

Method of Transportation: School 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:



Date:

9/1/26