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: Patricia Redd

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

School: Kennedy **Field Trip Activity:** Community Engagement Initiative Conference

Location: Anaheim Convention Center **Date(s) of Field Trip:** 12-3 & 12-4

Educational Purpose: Kennedy will be collaborating w/ other district ~~PD~~ on their problem of practice to lower absenteeism with long-term English Learners

Number of Students: 1 **Number of Adults:** 8

Method of Transportation: Plane / Train

**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:** 11/8-26