



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

STUDY TRIP REQUEST

LAST DATE FOR TRIPS TO BE TAKEN IS MAY 24, 2019
REQUISITIONS IN MUNIS MUST BE SUBMITTED 8 WEEKS PRIOR TO TRIP

DAY TRIP OVERNIGHT

SCHOOL: _____ TODAY'S DATE: _____

TEACHER IN CHARGE: _____ PHONE: _____ EMAIL: _____

TRIP DESTINATION

DESTINATION ADDRESS: STREET CITY ZIP

DATE AND TIME OF DEPARTURE	DATE AND TIME OF RETURN	NUMBER OF STUDENTS ATTENDING
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GRADE(S) OF CLASS OR GROUP ATTENDING	SPECIFY # OF STUDENTS PER GRADE LEVEL (ELEMENTARY SCHOOLS ONLY)
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EDUCATIONAL VALUE – (ATTACH ADDITIONAL SHEETS IF NECESSARY)

# OF WCCUSD CHAPERONES	# OF OTHER ADULTS (MUST BE CLEARED & BADGED BY WCCUSD)
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FUNDING SOURCE FOR LODGING, ADMISSION, TRANSPORTATION (I.E. GENERAL FUNDS, LCAP, LCFF, TITLE I, DONATIONS, FUNDRAISER, PTA, SCHOLARSHIP, GRANT)

PLACE & ADDRESS OF LODGING (OVENIGHT TRIPS ONLY)	LUNCH (SELECT ONE): <input type="checkbox"/> LUNCH REQUEST FORM SENT TO FOOD SERVICES (CAFETERIA) <input type="checkbox"/> NO LUNCH NEEDED <input type="checkbox"/> WE WILL PROVIDE OUR OWN
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REQUISITION NUMBER FOR LODGING, ADMISSION, TRANSPORTATION

TRANSPORTATION
 BUS COMPANY: _____ PRIVATE VEHICLE WALKING OTHER: _____

APPROVAL FROM PRINCIPAL - SIGNATURE OF PRINCIPAL SIGNIFIES THAT ALL NECESSARY PAPERWORK IS COMPLETE, ACCURATE, AND ATTACHED	DATE
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APPROVAL FROM EXECUTIVE DIRECTOR	DATE
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APPROVAL FROM FUNDING AUTHORIZATION DEPARTMENT	DATE
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NOTES:	RECEIVED:
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DAY STUDY TRIP REQUEST CHECKLIST

***ANY TRIPS FOR ACADEMIES MUST BE SENT DIRECTLY TO DELMY CORNEJO'S OFFICE AT PUPIL SERVICES**

✓	SCHOOL:
TRANSPORTATION ARRANGEMENTS	
	Contact district approved bus companies directly to secure a bus. If you have students requiring a wheelchair bus, you must notify Special Ed immediately. (Wheelchair buses may cost more and may be harder to obtain so additional time and funds will be necessary to make available)
	Copy of confirmation from Chartered Transportation Company, if site, PTA, etc.
	Automobile Transportation request form with all required information (Driver's license & insurance policy per driver)
STUDY TRIP DETAILS	
	Dates & Times of Trip: Times of trips are the times of departing and the time you are expected to be back at school site ALL study trips are required to originate and end at the SCHOOL SITE
	Grade/Group
	Total number of students participating. Include a numbered list of student names (PowerSchool printout or typed list). Make sure the adult to student ratio is met: PreK (1:3), TK-3 (1:5) & 4-12 (1:10)
	Trip Destination – specific location (name, full address and phone number)
	Teacher(s) in charge of group: Full name, cell phone number and e-mail
	Chaperone form with all required information and copies of district badges. A minimum of two chaperones per study trip; a male and a female.
MUNIS	
	If you are using Title 1, SLIB, LEP, ELAP, Discretionary Block Grant, or QEIA monies, please make reference of the school plan and attach a print out of the purchase requisition from MUNIS and note on study trip form.
	Purchase Requisitions for admission fees, BART tickets, etc. must be entered into MUNIS no later than 8 weeks in advance of the trip date. We recommend entering them ASAP so that the various departments have time to approve.
OTHER REQUIREMENTS	
	Parent Permission Slip and Waiver of Liability Form must be on file at the school's office prior to the date of the trip. Attach a single copy signed by the teacher and principal (do not attach copies of all the slips to the packet, just one (1) copy of the original form that gets sent out to the students)
	Educational Value: Include standard reference number(s) and a brief explanation of how the trip relates to classroom activity (Attach an additional sheet if necessary)
	Copy of the lunch request form submitted to Nutrition Center per that department's timeline. (Mandatory for Title 1 Schools)
	Original study trip request form signed by Principal (Signature indicates all paperwork is in order)
	Send the Study Trip Request form with principal's signature to the Executive Director's office.

*** Please remember that if there are any emergencies during a study trip, the ED's office must be notified immediately.**



OVERNIGHT STUDY TRIP REQUEST CHECKLIST

***ANY TRIPS FOR ACADEMIES MUST BE SENT DIRECTLY TO DELMY CORNEJO'S OFFICE AT PUPIL SERVICES**

✓	SCHOOL:
TRANSPORTATION ARRANGEMENTS	
	Contact district approved bus companies directly to secure a bus. If you have students requiring a wheelchair bus, you must notify Special Ed immediately. (Wheelchair buses may cost more and may be harder to obtain so additional time and funds will be necessary to make available)
	Copy of confirmation from Chartered Transportation Company
	Automobile Transportation request form with all required information (Driver's license & insurance policy per driver)
STUDY TRIP DETAILS	
	Dates & Times of Trip: Times of trips are the times of departing and the time are expected to be back at the school site ALL study trips are required to start and end at the school site
	Trip Destination – specific location (name, full address and phone number)
	Teacher(s) in charge of group: Full name, cell phone number, and e-mail
	Chaperone form with all required information and copies of district badges. A minimum of two chaperones per study trip; a male and a female.
	Accommodation information including full address and phone number
	Itinerary (Daily activities schedule)
	Sleeping Arrangements
STUDENT INFORMATION	
	Total number of students participating: include a numbered list of student names (PowerSchool printout or typed list). Make sure adult to student ratio is met: PreK (1:3), TK-3 (1:5), 4-12 (1:10)
	Grade/Group – Chaperone to Student ratio needs to be considered during the duration of the trip
	Copy of Emergency Cards – Front and back
	If Secondary Students, copy of student ID cards
MUNIS	
	If you are using Title 1, SLIB, LEP, ELAP, Discretionary Block Grant, or QEIA monies, please make reference of the school plan and attach a print out of the purchase requisition from MUNIS and note on study trip form.
	Purchase Requisitions for admission fees, BART tickets, etc. must be entered into MUNIS no later than 8 weeks in advance of the trip date. We recommend entering them ASAP so that the various departments have time to approve.
OTHER REQUIREMENTS	
	Parent Permission Slip and Waiver of Liability Form must be on file at the school's office prior to the date of the trip. Attach a single copy signed by the teacher and principal (do not attach copies of all the slips to the packet, just one (1) copy of the original form that gets sent out to the students)
	Educational Value: Include standard reference number(s) and a brief explanation of how trip relates to classroom activity (Attach additional sheet if necessary)
	Attach a copy of the lunch request form submitted to Nutrition Center per that department's timeline. (Mandatory for Title 1 Schools)
	Original study trip request form signed by Principal (Signature indicates all paperwork is in order)
	Send the Study Trip Request form, educational value & itinerary with principal's signature to the Executive Director's office. Do not send packets