



Fresno Unified School District

### Request for Approval of Intra-State Field Trip Involving Students

1. Submit this form to your principal for approval of all single-day trips outside the Fresno Unified School District boundary, within the state of California. This form must be typed.
2. Principal will submit this form to your Assistant Superintendent for approval of all overnight trips outside the FUSD boundary, within the state of California. Assistant Superintendent will obtain Chief Academic Officer approval.
3. A detailed itinerary must accompany this request for approval by the Assistant Superintendent. Itinerary must include travel plans commencing with departure from the school, daily activities during the trip, and concluding with return to the school. Please include chaperone contact phone and accommodation information.
4. Employee chaperones must submit a Travel Conference Approval and Expense Claim Form for principal approval for out-of-Fresno County field trips.
5. Signed parent permission slips must be filed with the principal for all students making this trip.

**Note: Information on field trips is contained in Board Policy and Administrative Regulation 6153.**

\_\_\_\_\_  
School

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date(s) Out of District

\_\_\_\_\_  
Destination

Number of Students Attending: \_\_\_\_\_

Number of Non-School Personnel Attending: \_\_\_\_\_

*Non-school personnel must be fingerprinted*

Number of School Personnel Attending: \_\_\_\_\_

Special circumstances relating to this trip: \_\_\_\_\_

Educational purpose: \_\_\_\_\_

How will cost of trip be paid?  Out of Pocket  Fundraising to include: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date Request Submitted

Approved  Denied

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

Approved  Denied

\_\_\_\_\_  
Associate Superintendent, School Leadership/CAO or  
Associate Superintendent, School Support Services

\_\_\_\_\_  
Date