

SEP 03 2019

FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher:

Kelly Jorgensen
Adriana Ruiz

Superintendent's Office
Redwood City
School District

Regular Field Trip Chaperone Ratio (10:1) ☐ Water/Overnight Chaperone Ratio (7:1) ☒

School: Kennedy

Field Trip Activity:

CANOE IN SLOUGH

Date(s) of Field Trip: 9/18, 9/20,

9/23, 9/24, 9/25, 9/30, 10/1,

10/2, 10/4, 10/7, 3/23, 3/24,

3/25, 3/27, 3/30, 4/1, 4/13,

4/14, 4/15, 4/17

Location: Marine Science Institute
500 Marine Parkway, RWC

Educational Purpose: Rising Sea Levels

Curriculum Water Testing

Number of Students: 25-30

Student/Adult Ratio: 7:1

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

NONE

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

Alexis Robles, wheelchair.

Megan's Law website checked for all chaperones: ☒ Method of Transportation: BUS

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, 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

___ *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:

8/30/19