

SEP 03 2019

Superintendent's Office  
Redwood City  
School District

### FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher: *Kelly Jorgensen*  
*Adriana Ruiz*

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

School: *Kennedy* Field Trip Activity: *Water testing in creek* Date(s) of Field Trip: *11/12, 11/13, 11/3/10, 3/14, 3/12*

Location: *Stulsaft Park*

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):

\*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: *walk*

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*