

Field Study Request – *Must be completed and emailed to Office Manager (cfinneran@oceaa.org) 4 weeks prior to event*

FIELD TRIP REQUEST – MUST BE COMPLETED 4 WEEKS PRIOR	
Name of Field Trip	
Educational Purpose of Field Trip	
Cost of Field Trip Bus cost of \$8 (K-3) \$10 (4-8) per student	
Source of Funds for Field Trip, include specific details how those funds are to be issued	
What pre-visit activity will you do to prepare your students for the field trip?	
What post-visit activity will you do to follow-up with the content of the field trip?	
Who will be responsible for mailing the thank you cards after event, if applicable?	
Teacher in Charge of Setting up Field Trip	
Teachers attending Field Trip	
Classes involved in Field Trip (may use “Same” if same as teachers attending)	
Adult Chaperones (min 1 per 10 students, including teachers)	
Will Field Trip be held during lunch hours? <i>(Due to federal guidelines all students must either bring a lunch from home or be provided the opportunity to purchase school sack lunch. No exceptions.)</i>	
Cell Phone # of at least one staff member attending Field Trip (for emergency use only)	
BUS REQUEST INFORMATION	
Day and Date of Field Trip	
Number and grade level of students attending	
Number of adults attending including teachers	
Location Name of Field Trip (Location 1)	
Street Address of Field Trip	
City of Field Trip	
Contact Name and Phone at Location of Field Trip	
Time of Bus arrival at OCEAA	
Time of arrival at Location 1	
End time at Location 1	
Location 2 (if applicable)	
Start time of Location 2	
Exact address of Location 2	
End time of Location 2	
Arrival time at OCEAA	
Additional Information, including plans for students not attending field trip.	

- Send activity permit home well in advance – **All activity permits must be received back from parents no later than 1 week prior to Field Trip to enable food services and non-attendance planning. No last minute or verbal permission granted.**
- One week prior – notify RSP/Speech of students attending Field Trip.
- One week prior – make arrangements for non-participating students, including notifying Food Services of students remaining so lunch can be adjusted accordingly.
- Two days prior - Print new emergency information list to put in your field trip fanny pack.
- Two days prior - Prepare work for non-participating students.
- Submit attendance in PowerSchool prior to departure and notify office where non-participating students will be during field trip.

Please be aware that field trips longer than 5 hours will be an additional bus cost of \$55 for each hour that must be paid before any other field trip is taken.

[email to cfinneran@oceaa.org](mailto:cfinneran@oceaa.org) (Be sure to attach form)

If you would like to contribute to the bus, please attach a check or envelope with your voluntary donation; any amount is welcome! Thank you for helping us provide this valuable experience for your child!

ACTIVITY PERMIT

Permit due to teacher by:

Name of Activity:

Brief explanation of the educational objective:

Location:

Day & Date of activity:

Time of activity:

Transportation: Bus Walking Teacher(s):

I hereby give permission for my child to attend the field study listed above. Students will be under the supervision of staff of OCEAA.

I further agree to relieve the OCEAA Board, Santa Ana Unified School District and all officers, agents and/or employees of OCEAA from any liability in connection with this request so long as due diligence is exercised.

For field trip occurring during lunch my child will participate in:

*OCEAA Traditional Lunch *OCEAA Vegetarian Lunch Lunch from Home

- I will be charged normal lunch prices

Parent/Guardian Signature

Date

Student Name

Si usted podría contribuir a autobús, por favor sujete su cheque o sobre con su donación voluntaria: ¡cualquier cantidad es apreciada! ¡Gracias por ayudarnos a proveer esta valiosa experiencia a su hijo /a

Permiso de Actividad

Se necesita entregar el permiso al maestro a más tardar el:

Nombre de la actividad:

Una breve explicación las metas educativas:

Destinación:

Día y fecha de la actividad:

Horas de actividad:

Medio de transporte: autobús a pie Maestro(s):

Por este medio le doy permiso mi hijo/a para que asista a la este actividad. Tengo entendido que mi hijo/a estará bajo la supervisión de, personal del OCEAA.

También estoy de acuerdo en deslindar de todo responsabilidad en relación con este permiso a la Mesa Directiva de OCEAA, SAUSD, al personal de la escuela, todos sus administradores, representantes o empleados en relación con este permiso siempre y cuando se ejercita diligencia apropiada.

A los paseos que ocurran durante horas de almuerzo, mi hijo participará en el:

*Almuerzo regular de OCEAA * Almuerzo vegetariano de OCEAA Mandar almuerzo de la casa

- * Se la cobrara el precio normal de almuerzo

Firma del padre/guardián

Fecha

Nombre del niño/a

Approved by/ Aprobado por: _____ (Administration/ Administración) Date/Fecha: _____

Administration Use Only

Master Calendar: Clear Possible Conflicts:

OCSA calendar: Clear N/A Possible Conflicts:

[OCSA Calendar](#)

Time of bus arrival to pick up at OCEAA:

Time of bus return to OCEAA:

Cost of bus (please collect parent donations to cover):

ADMINISTRATION

Approved By: _____

Comments:

Planner Notified of review decision: Date: _____

[mailto: Operations, Director, Front Office, Health, Food Svs, Custodial](mailto:Operations, Director, Front Office, Health, Food Svs, Custodial) (Be sure to cc teacher and print/sign activity permit and place in teacher's box)

Revised: June 2020