

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

Agenda Item 9.1c

Meeting Date: March 17, 2016

Subject: Approve Sutter Middle School Field Trip to Ashland, Oregon from
April 5 - 7, 2016

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Department: Deputy Superintendent

Recommendation: Approve Sutter Middle School Field Trip to Ashland, Oregon
April 5-7, 2016

Background/Rationale: April 5-7

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
(USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form required for each student. Call 916-485-1234 for more information.

Blank lined area for writing details of the field trip request.

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed trip- 60 days if out-of-state.

Request to Attend:

- Conference/Workshop
- Business Meeting

Purpose for Attending:

- Professional Development
- Continued Education Credits Earned