

Los Angeles Unified School District
HOLLYWOOD HIGH SCHOOL

Field Trip Check List

Field trips will be organized through the Assistant Principals office. The following checklist will assist you in ensuring that all the necessary procedures are followed and completed. **The process must be completed at least 15 working days before the trip.**

Responsible Credentialed Person:	
Location of Trip:	
Date of Trip:	Time of Trip:
Number of Students:	
Number of Adults:	

FORM	Room Number	Responsible Person	Initials
1. Trip Approval	407	SLC Administrator	
2. Calendar	402	T. Jauregui	
3. Bus Funding Source or Tokens	Fund #: Program#:	T. Jauregui	

If the trip is out of Los Angeles County of there is a fee or donation, special procedures must be followed. If the transportation is by car, there are two forms available in room 411.

4. Process of Transportation	<input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Walking <input type="checkbox"/> Other:	Tino Jueregui
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10 Days Prior to Trip

4. School Lunch Needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Cafeteria Manager
5. Substitute Needed? Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Subs Needed:	C. Morris
6. Substitute Funding Source: Fund #:	Program#:

3-5 Days Prior to Trip

7. Pre-Excused list published and distributed to teachers to SLC

After Trip

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| 8. Post Excused List (Update Pre-Excused List) given to SLC |
| 9. Return Appendix A and Student Field Trip Slips to SLC |

*****PLEASE NOTE: FAILURE TO COMPLY MAY RESULT IN CANCELLATION OF FIELD TRIP.*****