



Woodville Union School District  
**ACADEMIC RELATED FIELD TRIP REQUEST FORM (LCAP)**

(Due by \_\_\_\_/\_\_\_\_/\_\_\_\_)

Event: \_\_\_\_\_

Request Date: \_\_\_\_\_

Event Address: \_\_\_\_\_

Date(s): \_\_\_\_\_

Leaving Time: \_\_\_\_\_

Returning Time: \_\_\_\_\_

Grade Span/Level: \_\_\_\_\_

Number of Classes Attending: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Adults Attending: \_\_\_\_\_

(Ed. Code: 10 students – 1 per adult)

Requesting Teacher: \_\_\_\_\_

**Academic Justification (REQUIRED)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Transportation:**  
 District Bus/District Vehicle: \_\_\_\_\_ Charter Bus Rate: \_\_\_\_\_ X # of Days: \_\_\_\_\_  
(Transportation Form) (Name and Approval Of Charter Company)

Vehicle Mileage: \_\_\_\_\_ miles X \$0.58 (per mile) X # of Vehicles \_\_\_\_\_  
 Fuel Card: \_\_\_\_\_ miles X \$0.200 (per mile) X # of Cards \_\_\_\_\_

**TRANSPORTATION COST: \$** \_\_\_\_\_

Lodging: Rate: \_\_\_\_\_ X # of Nights: \_\_\_\_\_ # of Rooms: \_\_\_\_\_

**LODGING COST: \$** \_\_\_\_\_

**Lunches:**  
 Eating at School: \_\_\_\_\_ Sack Lunches Needed: \_\_\_\_\_

**\*\*Any food allergy(s) to be aware of:**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Approval by Principal Date Approved and Placed On Master Calendar

\_\_\_\_\_  
 Approved by Superintendent Date Submitted to District Office