



**Aztec Municipal School District  
Field Trip Request**

The League of Nations sponsors/American Indian Office respectfully requests permission to travel to San Diego, California.

**Points to Consider Before Requesting Approval**

- Appropriate for the age level, grade level, and curriculum?
- All district employees will travel on the bus unless prior approval by the Principal?
- Request made long enough in advance so that arrangements can be made prior to the trip?
- Written permission must be obtained from the parents or legal guardians?
- Have these students attended this trip or a similar trip in the past three years?

Justification for Trip – How does this trip align with your school’s current 90 Day Plan, the learning standards in your classroom, and how it will improve the learning of your students?

*Type or attach narrative: The trip will be an end of year bonding experience for our students that have been with the club since it has begun four years ago. Some of our Native American students have not received the opportunity to travel to see California, to see and feel the beach, to enter the several parks that are available in San Diego. It will be a learning opportunity for all students that are working diligently to fundraise.*

**Date(s) of Trip:** May 10-14, 2025

**Time of Departure:** 6:00 a.m. **Time you will Arrive Back:** 9:00 p.m.

**Names of Adult Chaperones:** Kimberly Zah, Lyann Trujillo, Brandon John or Ryan Dee


**Estimated Cost of The Trip:** \$ 11,419.25 Please attach an itemized list of costs.

**Will fundraisers be used to secure funds for this trip?**  Yes  No  
*Please attach a list of approved fundraisers.*

**Name of Person Making Request:** Kimberly Zah **Date Request Submitted:** November 22, 2024

**Approved by:**

Principal/Athletic and Activities Director:



Date 12/2/24

Superintendent:

\_\_\_\_\_

Date \_\_\_\_\_

Board of Education: (If required per Board Policy IJOA)

\_\_\_\_\_

Date \_\_\_\_\_

**I-6500 IJOA  
FIELD TRIPS**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred (100) miles one (1) way from the school. Longer trips or overnight trips must have Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: April 14, 2020