Tri-Cities
Regional Occupational Program

FIELD TRIP REQUEST

Submit this completed form (2 pages, front & back) to your ROP Supervisor at least four (4) weeks in advance.
Any overnight stay requires submission at least 8 weeks in advance for Board approval.

Once approved by Tri-Cities ROP, check with the curriculum office at the high school and follow their field trip procedures

Teacher: Jesse Miranda Date request turned in: 8-19-26

Class: Advanced Auto ☑ High School ☐ Adults Period(s): 2,4,6

Has field trip been approved by home school site? ☑ Yes ☐ No If yes, by whom: Allison Huntley Date: 8-18-26

Trip Destination (include full address): 1201 S Figueroa St, Los Angeles, CA 90015
LA CAR Show

Trip Date: 11-20-26 Departure Time: 830am # of Students: 55

Day of Week: Friday Return Time: 3pm # of Chaperones: 2 (Please attach roster of students to form)

Name *and* of Title of Chaperone(s):

1. Jackie Ramirez Fingerprinted? ☑ Y ☐ N 2. _____ Fingerprinted ☐ Y ☐ N

3. _____ Fingerprinted? ☐ Y ☐ N 4. _____ Fingerprinted ☐ Y ☐ N

TCROP Bus Needed: ■ Yes ☐ No Campus: Whittier High School

Funding Source: TRI CITIES ROP

Street Location to pick up and return students: 7038 PIERCE AVE WHITTIER, 90601 (SOUTH SIDE OF WHS)

Time Loading at start of trip: 8AM Time Loading for return: 2PM

Arrival time back to campus: 3PM

Going to Board Nov 12, 2026.

Will bus be making any stops before returning to campus? ☐ Yes ■ No

If yes, name and address required: _____

Substitute needed? ■ Yes ☐ No List dates and periods sub needed below:

M	T	W	Th	F
Date: Periods:	Date: Periods:	Date: Periods:	Date: Periods:	Date: 11-20-26 Periods: 2,4,6

MUST COMPLETE THE RATIONALE FOR FIELD TRIP FOR APPROVAL

Rationale for Field Trip

1. How does the trip fit into the curriculum?
   This fits in by displaying to the students new and emerging technology entering the transportation sector.
   This event will have career opprotunities for them to visit and participate in.

2. What preparation activities will take place prior to the trip?

I will display to the students the information page about the event and corolate this into how the transportation industry changes every year. We all need to adapt to change weither we agree with it or not.

Complete this section only if there are fees other than busing for this field trip

Expenses (Instructor please complete):

Registration Fee(s):

$_____ ☐ Per Group ☐ Per Participant # of Fees: _____ Total Due: $ _____

☐ *Registration Information attached (Mandatory)

**If a registration fee is due for each person on the field trip the teacher must submit all information needed for approval*

Other Costs:

$ 1,710.00 Explain: _____

OFFICE USE ONLY

Approved: ☐ YES ☐ NO

Director Signature/Date: Kellie Kent 10/7/2026

Superintendent Approval: [signature] 10/8/26

Route:

1. Human Resources: _____ Initials/Date

(Substitute if needed)_____

Non-Stock P. O. # :_____ Initials/Date

3. Teacher's copy: _____

ACCOUNTING

P.O. #	Vendor #

BAD27-126/127

TYPE:	FUND	RESOURCE	GOAL	FUNCTION	OBJECT	LOCATION
GEN ▯ Perkins ER ▯ SWP: [ ] 63885.1 – Construction [ ] 63886.1 – Connections [ ] 63887.1 – Health [ ] 63888.1 – Pipeline [ ] 63884.3 – P.W. Coord	01.0 01.0	06350.0 General Funding	67020 ✓ 67025 ✓ lg ok	10000	5811	0000107

WHITTIER UNION HIGH SCHOOL DISTRICT

Jesse Miranda <jesse.miranda@wuhsd.org>

Approved Field Trip

5 messages

Allison Huntley <allison.huntley@wuhsd.org> Tue, Oct 6, 2026 at 9:39 AM
To: Jesse Miranda <jesse.miranda@wuhsd.org>
Cc: Griselda Mouchess <griselda.mouchess@wuhsd.org>

Good morning,
The following field trip was approved by site admin today:

- Rio Hondo Transportation Pathway Day 1/15



Jesse Miranda <jesse.miranda@wuhsd.org> Tue, Oct 6, 2026 at 1:10 PM
To: Allison Huntley <allison.huntley@wuhsd.org>
Cc: Griselda Mouchess <griselda.mouchess@wuhsd.org>

Thank you both very much.

Is there anything else I need to complete since the district is covering the cost?
[Quoted text hidden]

Griselda Mouchess <griselda.mouchess@wuhsd.org> Tue, Oct 6, 2026 at 1:17 PM
To: Jesse Miranda <jesse.miranda@wuhsd.org>
Cc: Allison Huntley <allison.huntley@wuhsd.org>

Hi Jesse,

Just keep in contact with ROP for your sub and bus information. As for us, we just need the copies of the signed permission slips on the day of the field trip.

Griselda Mouchess
Administrative Clerk, Sr
Curriculum & Instruction
Whittier High School
12417 Philadelphia St, Whittier, CA 90601
(562) 698-8121 x 2020 // griselda.mouchess@wuhsd.org

[Quoted text hidden]

Allison Huntley <allison.huntley@wuhsd.org> Tue, Oct 6, 2026 at 1:20 PM

To: Griselda Mouchess <griselda.mouchess@wuhsd.org>
Cc: Jesse Miranda <jesse.miranda@wuhsd.org>

I know Roxanna's office will cover the sub for this, but we will still need to order it and obtain the account string from Roxanna's office. ROP will probably need to order the sub for this but can invoice the district.



[Quoted text hidden]

Jesse Miranda <jesse.miranda@wuhsd.org> Tue, Oct 6, 2026 at 5:04 PM
To: Allison Huntley <allison.huntley@wuhsd.org>
Cc: Griselda Mouchess <griselda.mouchess@wuhsd.org>

Awesome. Thank you both again.
[Quoted text hidden]

Star-Dust Tours, Inc.
520 S. Greenwood Ave.
Montebello, Ca 90640
US-DOT-1849751

Ph: 323-278-9383 Fax: 323-278-9030

INVOICE#: 11-20-26-A
Driver:
Bus #:

Group Info:
CONTACT #:

DEPARTURE DATE: 11/20/26-FRIDAY
BUS QTY: 1-55 COACH

GROUP:
TRIC-CITIES ROP – ADVANCED AUTO

ORDERED BY: IRENE BARRASA
ibarrasa@tricitiesrop.org

PICK UP:
WHITTIER HIGH SCHOOL
7038 PIERCE AVE., WHITTIER, CA 90601
(SOUTH SIDE OF SCHOOL)

DESTINATION:
1201 S FIGUEROA ST
LOS ANGEELS, CA 90015

SERVICE RATE:
1ST 5 Hours- $1,300.00 X 1
Over Time- $ 180.00 X 2
Day Rate- $1,660.0.0
Fuel Sir Charge- $50.00

Total Amount Due- $1,710.00

SERVICE TIMES:

YARD TIME:

SPOT TIME: 7:45AM

END TIME: 3:00PM

Location	Mileage	Date	Arrival Time	Depart Time	# OF Passengers	STATE

YARD TIME	OFF DUTY	TOTAL HOURS	STARTING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE

Customer Signature: _____ - Release Time: 10-12-24