



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**DAILY COMMUNITY TRAVEL PLAN**

ATTACHMENT C

Submit this form to the designated administrative office staff before leaving the school campus and post a copy of this form within the CBI classroom. Notify the school immediately of any travel changes or alternate routes. Please adhere to the checklist for traveling in the community.

School: \_\_\_\_\_

Teacher/Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Room #: \_\_\_\_\_

Date of Travel: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: (If more than one destination, please attach additional plans)

Cell Phone Number (optional): \_\_\_\_\_

Location/Site: \_\_\_\_\_

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

Phone: \_\_\_\_\_ (If applicable)

Method of Transportation: \_\_\_\_\_

Bus Numbers/Walking Route: \_\_\_\_\_

Notify cafeteria regarding status of lunches: \_\_\_\_\_

**IDENTIFY ONE OR MORE INSTRUCTIONAL OBJECTIVES OR GOALS FOR THE OFF CAMPUS ACTIVITIES:**

1. Functional Academics: \_\_\_\_\_

2. Motor Skills/Mobility: \_\_\_\_\_

3. Recreation/Leisure: \_\_\_\_\_

4. Vocational: \_\_\_\_\_

5. Communication: \_\_\_\_\_

6. Social/Emotional: \_\_\_\_\_

7. Self Care/Independent Living: \_\_\_\_\_

8. Other: \_\_\_\_\_



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STAFF SUPERVISION

Name(s) of teacher/staff responsible for off campus supervision:

\_\_\_\_\_

Students participating in the off campus activity:

1.		3.	
2.		4.	

Name of teacher/staff responsible for on campus supervision:

\_\_\_\_\_

Students remaining on campus and their location:

NAME

ROOM NUMBER

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |

\*This form can also be found in Section 3: CBI Procedural Guidelines for Off Campus Instructional Activities in the *“Community Based Instruction: Teaching Life Skills in the Community: Handbook for High School Students on Alternate Achievement Standards, Spring 2008.”*