

**San Jose Unified School District  
Student Nutrition Services**

Scheduling and Notification of Field Trips-Elementary Schools

Planning a field trip? Let Student Nutrition Services provide the bag lunches. The cost is \$2.75 for paying students, \$.40 for reduced and not charge for free students. Please inform the Production Manager at least **2 weeks in advance** when field trips are to be taken. The manager needs this time period to order food and supplies and to arrange labor to prepare the lunches. **Please notify us of any food allergies so we may plan accordingly.**

Please complete this form and return to the transport server who will be responsible for forwarding the information to the Culinary Center.

1. Participating classes will return in time for the regular lunch? \_\_\_\_\_Yes \_\_\_\_\_No
2. If students will not be returning for regular lunch, we need to arrange an alternate schedule.  
\_\_\_\_\_Yes \_\_\_\_\_No  
Time of anticipated return and need for lunch \_\_\_\_\_A.M. \_\_\_\_\_P.M.
3. Students will not return before their regular lunch period.  
We will need bag lunches \_\_\_\_\_Yes \_\_\_\_\_Amount
4. School: \_\_\_\_\_ Room No. \_\_\_\_\_

Date(s) of field trip \_\_\_\_\_

Time Leaving School \_\_\_\_\_

Time of Arrival Back \_\_\_\_\_

Principal/Teacher \_\_\_\_\_

Contact # \_\_\_\_\_

If you have any questions or concerns please call the Student Nutrition Services office at 535-6021.