



Overview:

In an effort to standardize processes and ensure that users are using the most up-to-date forms, vetted by the district's legal counsel and external auditors, we've created this user-friendly guide to Coronado USD's forms and important resources.

All forms are fillable PDF. Please do not modify these form templates. If you would like to suggest an addition or change, please contact Kathy Mulvey at Kmulvey@coronadousd.net.

Risk Management

- ❖ [Field Trip Packet](#)
- ❖ [On-Island Field Trip Permission Form](#)
- ❖ [Participant Activity Form](#) (use for high risk activity participation such as woodshop, ceramics, tech theater, NJROTC, robotics, powder puff, etc.)
- ❖ [ASB Activity Request Form](#)
- ❖ [Hold Harmless](#) (for CUSD Sponsored Events)
- ❖ [Hold Harmless](#) (for PTOs, CSF, etc)
- ❖ [Request to Drive District Vehicle](#) and [DMV Pull Notice](#)
- ❖ [Request to Drive Personal Vehicle for CUSD Business](#) and [DMV Pull Notice](#)
- ❖ [CUSD Library Materials Opt-In](#)
- ❖ [Procedures for Assembly Speakers, Classroom Guests/Volunteers, Visiting Artists](#)
- ❖ [Student Accident Reports](#)
- ❖ [Work Comp Supervisor's Report](#)
- ❖ [Workplace Violence Prevention Plan \(WVPP\)](#)

Enrollment/Attendance

- ❖ Independent Study Contracts
 - [Short Term \(15 days or less\) Master Agreement](#)
 - [Short Term \(150 days or less\) Assignment Record & Evaluation Form](#)
 - Long-Term (16 days or more) Master Agreement
 - Long-Term (16 days or more) Assignment Record & Evaluation Form

Fiscal Services

- ❖ [Expense Reimbursement Form 2025](#)
- ❖ [Attendance Sheets](#)
- ❖ [Timesheets](#)
- ❖ [Agreement for Services / Independent Contractor/Consultant](#)
- ❖ [W-9 form](#)
- ❖ [Application for Travel](#)
- ❖ [P-Card Purchase Form](#)
- ❖ [Surplus Disposal Requests](#)
- ❖ [Accept a Donation Form](#)
- ❖ [Requisition Form](#)

- ❖ [Cash Transfer to District Office Form](#)
- ❖ [RTC Visitation Policy](#)

Facilities

- ❖ [Site Improvement Form](#)
- ❖ [Facilitron Instructions](#)

Personnel

- ❖ [Personnel Requisition](#)
- ❖ [Frontline Campus User Manual](#)
- ❖ [Separation Form](#)

Child Nutrition Services

- ❖ [CNS Meal Accommodation Procedures](#)
- ❖ [CNS Sack Lunch Request](#)

If you have additional questions or need assistance, please access this “[Who do I ask chart](#)” document for more information.