

REQUEST FOR STUDENT TRAVEL FORM

Trip Requirements:

- The Trip Coordinator must be a district employee.
- In order to be considered a school-sponsored trip, a majority of the chaperones must be district employees.
- Chaperones and/or host families are considered volunteers and must meet the requirements of policy.

Travel Category for Which Approval is Requested: *(check all that apply)*

In-state field trip, ≥ overnight stay

Domestic travel, US destination

Out-of-state field trip

Foreign travel, non-US destination

Will there be any water activities? Yes No

Per student cost ≥\$500

Destination: _____

No. Students on Trip: _____

Group/Event: _____

Dates of Trip: _____

Number of School Days Missed: _____

Cost of Substitute Coverage: _____

Educational Justification:

What are the objectives of this trip? Could these objectives be replicated with closer, less expensive travel?

Trip Coordinator(s):

Date(s) of any Prior Trips Led:

Trip Chaperones:

Employee?

Date(s) of any Prior Trips

List any other non-student travelers and reasons for their participation in the trip:
