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 Reques	ted: (check all that apply)		
☐ In-state field trip, ≥ overnight stay	☐ Dome	estic travel, US destination	
Out-of-state field trip	☐ Foreig	Foreign travel, non-US destination	
Will there be any water activities? Yes No	Per str	☐ Per student cost ≥\$500	
Destination:	No. Studer	No. Students on Trip:	
Group/Event:	Dates of T	Dates of Trip:	
Number of School Days Missed:	Cost of Sul	Cost of Substitute Coverage:	
Educational Justification: What are the objectives of this trip? Could these objectives.	s be replicated with close	er, 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 fo	or their participation is	n the trip:	

Trip Protocol:		
All Chaperones have read and will adhere to	the Field Trip protocols and all standards therein.	
Open to following grade levels: (at time of tran	vel)	
List any additional academic or behavioral standa	ards required of participating students:	
acting acting acting an acting of behavioral stances	artio required or participating students.	
Methods of Travel: (check all that apply)	School bus	
Charter bus	Parent transporting own children	
Chaperone transporting children	Airline	
Other:		
Costs:		
Total cost of trip per student: \$	Group fundraising goal: \$	
Estimated out-of-pocket cost per student/family		
Signature of Trip Coordinator		
I have reviewed the itinerary of the proposed trip and rapplicable. I recommend this travel to the Superintend	reviewed safety procedures with the supervising educator, where lent:	
Signature of Principal	Date	
I have reviewed the trip in light of the overall program,	, safety, and capacity, and recommend this trip to the Board:	
Signature of Superintendent	Date	
If required, Board approval:		
Special Conditions Related to Superintendent or	Board Approval (if any):	
Cross Reference: IJOA – Field Trips and Other S	Student Travel	

Approved: 3/7/19