

Out of State Trip Request

6

1. Before completing this form, review Board policy 700.382 and ensure group meets these criteria. This also includes outside charter agencies.

A. Group requesting trip _____

B. Date (s) of trip _____

C. Destination (city, state) _____

D. List all locations to be visited at destination:

1. _____ 3. _____

2. _____ 4. _____

E. List sponsors to accompany trip and their cell phone numbers.

1. _____ 3. _____

2. _____ 4. _____

F. Trip Financial Plan (explain) _____

G. Plan of Supervision for students (explain) _____

H. Describe educational benefit of trip: _____

2. Upon completion of this request, forward to Site/Building Principal for approval/disapproval.

Principal/Date

Approve / Disapprove
(circle one)

3. Principal's Remarks (if needed) _____

To: Director of Related Services

Director's Signature/Date

Transportation Available / Not Available
(circle one)

To: Superintendent

Superintendent's Signature / Date

Approve / Disapprove
(circle one)

4. Return form to requesting activity, if approved, submit a copy of this form with Transportation Request.