



Student Out of State Travel Approval Form

Name and brief description of organization: _____

Purpose of trip: _____

Destination: _____

Dates of trip: _____

Age/grade of students traveling with group: _____

Number of students traveling: _____

Number of staff traveling: _____

Number of other chaperones traveling: _____

Amount of school missed: _____

Cost to individual students: _____

Opportunities to raise any of the student cost (if any): _____

How is the remainder of the trip funded? _____

Method of transportation: _____

Applicant's signature: _____ Date _____

Building Principal's Approval: _____ Date _____

Exec. Level Director's Approval: _____ Date _____

Please complete, print and submit signed/dated form to the Superintendent's Office at least seven days prior to the School Board Meeting where approval is sought.

All out of state trips require Board approval prior to departure.

_____ Date _____
Randy Bauer, Board President