

**Provo School District
Request for Student Travel
Requiring the Endorsement of the Superintendent and/or Board of Education**

Educators submitting this request should first read the Provo School District Procedures and Policy Related to Student Travel and Field Trips. This form must be submitted at least two months in advance of the planned travel.

Indicate the travel category for which approval is requested:

- Athletic competition in excess of 150 miles (one-way)
- In-State of one-night stay or more
- Out-of-State
- Trip requiring a per-student cost of \$500 or more
- Foreign travel
- Trip Requiring more than two days out of school
- Other_____

School_____

Teacher(s) Leading Trip_____

Group_____

Event_____

Destination_____

Dates of Travel_____ Days of School Missed _____

How many other overnight trips has the group taken this year? _____

This request will not be considered for approval or advancement without complete answers to the questions below:

Educational Justification: What are the educational objectives of the trip? Can these objectives be replicated with closer, less expensive travel?

Standards for Participants: What are the academic and behavioral standards that must be met by participating students?

Safety:

In what ways will you insure the safety of students while traveling or participating in activities? (Describe special instructions to students, supervision guidelines to chaperones, etc.).

Where will students be staying at night?

Number of Students Traveling _____

Number of Adult Chaperones _____ (a student must have a chaperone of the same gender)

Date of Parent Meeting _____ (Required for Overnight Travel)

Method of Travel: (Check all that apply)

School Bus

Charter Bus

Parent Transporting Own Children

Chaperone Transporting Children

Airline (Disclose ground transportation plans: _____)

Other (Specify) _____

Participation by Student is: Optional Mandatory

If overnight travel, have parents signed consent forms?

Yes No, but they will prior travel

Approved *October 14, 2003*
Board Approved Amendments *March 9, 2004*
Board Approved Amendments *April 12, 2005*

Financial: As a school sponsored activity, fee waivers apply. How will you cover the potential costs of fee waivers?

How much must a student pay or fund raise to participate? _____

Total cost of trip per student (if other funds used): _____

I have read the Provo School District Policy and Procedures Related to Student Travel and Field Trips and understand I am responsible for the safety and well being of students while on the proposed excursion.

(Signature of Group Leader)
(must be PSD employee)

(Date)

I have reviewed the itinerary of the proposed trip and reviewed safety procedures with the supervising educator. I have confirmed that no student will be penalized in any way if he/she cannot participate in this travel experience. I recommend this travel to the Superintendent.

(Signature of Principal)

(Date)

Approval of Superintendent

(Superintendent)

(Date)

Special Conditions Related to Superintendent or Board Approval: