



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

Educators submitting this request should first read the Policy and Procedures 4006. Approval must be granted at least three (3) months prior to the planned travel, per the approval schedules noted in Policy/Procedures 4006.

Indicate the travel category for which approval is requested (check all that apply):

- In-State
- Out-of-State
  
- Athletic/Arts/Academic Competition
- Qualified for Regional/National event following local event
  
- Middle School Travel

School \_\_\_\_\_

Teacher(s) Leading Trip \_\_\_\_\_

Group \_\_\_\_\_

Event \_\_\_\_\_

Destination \_\_\_\_\_

Dates of Travel \_\_\_\_\_ Days of School Missed \_\_\_\_\_

How many other overnight trips has the group/program taken this year? \_

*This request will not be considered for approval without complete answers as follows:*

**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, accommodations, etc.)

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
- Airline (Disclose ground transportation plans: \_\_\_\_\_)
- Other (Specify)\_\_\_\_\_

Participation by Student is:    Optional    Mandatory

If overnight travel, have parents signed consent form?

- Yes
- No, but they will prior to 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?

Amount to be paid by student or covered by group fundraising \_\_\_\_\_

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

**I have read the Provo School District Policy/Procedures and understand I am responsible for the safety and wellbeing 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:***

Adopted: June 12, 2018  
Revised February 13, 2019