

# Principal Out of State Travel Checklist

Submit this form for preliminary approval at least 60 days prior to departure date with items listed below. Remaining documentation should be submitted for final approval per WCSD Policy 7040 as soon as completed.

## **Preliminary Approval:**

**Trip #** \_\_\_\_\_

- Trip is extended to only students in grades 9-12.
- Travel is limited to only bordering states.
- This trip request is the only trip to be taken this school year for this group/team.
- Students will not miss more than two school days.
- Preliminary itinerary, purpose of trip, objective and estimated cost.
- Cost per student does not exceed \$1200.00.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Preliminary Approval Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Preliminary Approval Date

## **Final Approval:**

- Detailed travel information (attached) includes:
  - a. Name of group
  - b. Destination, dates of travel, mode of travel, accommodations, number of students involved
  - c. A list of all advisors/coaches/teachers and adults supervisors
  - d. The objectives of the trip, including education outcomes
  - e. Specific and detailed reasons this trip cannot meet the objectives in-state
  - f. Final cost per student and any/all related fundraising used to meet the cost of this trip
  - g. Contract for transportation, including insurance information
- Parent Meeting
  - a. Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_
  - b. Confidential vote results: \_\_\_\_\_ (80% required)
- Parental permission form on file at school (copy will travel with coach/advisor)
- Provide funds for substitute if required.

I certify that the above has been submitted and that the parent meeting has taken place. I support and endorse this travel.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Approval Date