

Principal Out of State Travel Checklist

This form must be attached to any out of state travel request prior to district approval.

Submit this form 60 days prior to depart date with all required forms/items

60 (sixty) days prior to depart date as per WCSD Policy 7040.

- ☐ 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.
- ☐ Cost per student does not exceed \$800.00.
- ☐ Students will not miss more than two school days.
- ☐ Detailed travel itinerary (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. Estimated 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's Signature

Date