

South Whidbey School District Travel Request Flow Chart

Student Travel

OVERNIGHT

Board of Directors
Approval required

DAY TRIP

Request & cost estimate to be done at least 14 school days prior to travel. Transportation request **MUST** be **received** by transportation **10 school days in advance.**

Information required for the board packet

**Required to be at the district office 1 week prior to any regular board meeting; which are held the 4th Wednesday of each month (unless stated in the board calendar).*

Letter to the board requesting approval for the travel with "**Field Trip Preliminary Approval Form**" and **itinerary.**

- [] Field Trip Planning/Approval Form
- [] Participant List
- [] Staff/Chaperone List
- [] Permission to Participate for each student
- [] Transportation Request Form

It is imperative that advanced notice be provided on ALL trips