

## Study Trip Approval Route

1. Initiator
2. School Site Office Managers (Have editing Rights)
3. Principal/Administrator (Have editing rights)

**Question:** Is this study trip for YEP? (Only YEP staff should select Yes)

**If Yes-** form routes to **Step 4** (Director, Student and Parent Support Programs)

**If No-** form routes to **Step 5** (Senior Admin)

4. Director, Student and Parent Support Programs
5. Senior Admin (Have editing rights)
6. Academic Director (Have editing rights)

**Questions: Is this Study Trip using Supplemental & Concentration funding?**

**If Yes-** form routes to **Step 7** (Office Specialist)

**If No- form is completed**

**Notifications:** Once step 6 is complete, Step 1 (Initiator), Step 2 (Office Manager), and Step 4 (Director, Student and Parent Support Programs) are being notified.

7. Office Specialist (Have editing rights)  
**Notifications** to step 4 director, student and parent support programs once step completed
8. Director of Supplemental & Concentration (Have editing rights)  
**Notifications** to step 1 (initiator) and step 2 (office manager) once step is completed)