

Extended Trip Request Form

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Requester (staff or advisor) of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Trip departure date \_\_\_\_\_ Return date \_\_\_\_\_

Number of school days missed \_\_\_\_\_

Please explain the educational value of this trip and how this trip is related to the course content and graduation standards.

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Number of students involved \_\_\_\_\_

Attach trip itinerary including activities planned, approximate time lines, accommodations and transportation plans.

Attach funding plans including anticipated expenses, approximate cost to the district, students' individual cost and fund raising plans. Please estimate the cost of the trip per student \$ \_\_\_\_\_

Please indicate the amount of the deposit required for student participation \$ \_\_\_\_\_

Please attach accommodation plans for any student with IEP/504 plan.

What activities are planned as a follow up of the trip? How will the success of the trip be evaluated?

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List of Chaperones that will be accompanying the group (all adults accompanying the trip must have a current background check or be employed by the school) \_\_\_\_\_

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Support of the high school principal (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of the responsibilities of the trip leader for supervising students on this trip and willingness to assume that responsibility (Signature) \_\_\_\_\_ Date \_\_\_\_\_

