

EXTENDED EDUCATIONAL STUDY TRIP APPROVAL FORM

- Submit this form to School Effectiveness, Mail Stop #7, for any educational study trips that fit into the following categories: overnight trips, out of state trips, or learning experiences that begin or end earlier or later than normal school hours.
- Approval for your trip must be the first step before proceeding with any further plans (i.e., fundraising, communication with parents or students, etc.).
- If using other than District transportation, you must contact Purchasing before proceeding with further plans.
- This form must be received by Educational Services **at least three weeks** prior to the trip.
- An approved copy of this form must be attached to each Purchase Requisition submitted to Purchasing for this trip.

School: _____ Grade or Group: _____ Date of Request: _____

Date of Trip: _____ Location: _____ City: _____

Contact Person: _____ Phone #: _____

Please fill in the information below and be specific about all three areas.

Content Area	Strand/Concept/Standard	Learning Activity

How will this trip be funded? _____

Transportation will be provided by: _____ District Buses _____ Charter Buses (District approved)
 _____ District Van/Cars _____ Other _____

Vendors: _____ Vendors are on the KSD Bid list or have a contract
 _____ Vendors are NOT on the KSD Bid list, however, Purchasing has approved

Principal Approval

I have approved this Educational Study Trip and confirmed that the trip leader(s) will meet all guidelines for Educational Study Trips and KSD procurement procedures.

 Principal Signature _____
Date

Educational Services Approval

 Approved
 _____ Tentatively Approved
 _____ Not Approved Authorized Signature _____ Date _____

Reason, if tentatively approved or not approved: _____