INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating, developing, and inspiring our students for lifelong success.

Series Number **604.7.2.3P** Adopted **November 2017** Revised **April 2025**

Title **Letter of Intent for International Field Trips**

This Form Must be Submitted to Relevant Director Six (6) Months Prior to Trip

Staff planning school-sponsored international field trips (including to Canada and Mexico) must submit this Letter of Intent to their principal. After review and approval, the principal must submit his or her recommendation to the relevant director **at least six (6) months** prior to the date of the planned trip. If information is not known at this time, please indicate that but also provide best estimates or best available information.

Date of Submission of Letter of Intent: _____

Name of school and staff member(s) planning trip: _____

Logistics of Trip

Location of Trip (city, country): _____

_____

□ Check here to acknowledge that you've reviewed the U.S. State Department's Travel Advisory Information for the destination country. Country specific information (including travel alert and warning information) is available here: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

Are there any current travel alerts or warnings for the destination country that might pose an issue for the trip? If so, explain: _____

Dates of Trip: _____ Event (if any): _____

Content area: _____ Number of school days missed: _____

Type of transportation to be used: _____

Describe anticipated lodging arrangements: _____

Travel Agency and any Sponsoring Agencies

Travel Agency being used for the trip (*Note: all international field trips must be booked through a U.S.-based travel agency, unless the uniqueness of the trip requires that arrangements for the trip be facilitated through the expertise of an agency or organization located in the destination country.*):

Does the travel agency require a written agreement? ☐ **Yes** ☐ **No**

If yes, please submit the travel agency's written agreement with this Letter of Intent or as soon as you receive it. (*Note: Written travel agency agreements, if any, must be reviewed by the district legal department before being signed. If the agency does not use written agreements but the relevant director feels that having one would be advisable, the district legal department should be contacted to assist with drafting a written agreement.)*

In addition to the travel agency, is there any outside agency sponsoring or organizing the trip? ☐ **Yes** ☐ **No**

If yes, provide the name and address of the agency and briefly describe their role in or connection to the trip: ___

_____

_____

_____

Educational Goals and Participant Criteria

Educational objectives of proposed trip: _____

_____

Do students need to meet any criteria in order to attend the trip? ☐ **Yes** ☐ **No**

If yes, what is the criteria? _____

Budgeting for the Trip

How much is the trip expected to cost per student participating: _____

How much is the trip expected to cost overall: _____ Expenses paid by district: _____

Expenses paid by fundraising or sponsor: _____ Expenses paid by Students: _____

Are there fundraising activities associated with the trip? ☐ **Yes** ☐ **No**

If yes, what is the plan for fundraising? _____

_____

Is there a plan to ensure interested/eligible students will be able to attend the trip, regardless of financial circumstances? ☐ **Ye** ☐ **No**

If yes, what is the plan? _____

_____

Student Supervision Considerations

(There must be one adult employee/chaperone for every fifteen students, except when not feasible and as approved by relevant director)

How many employees and chaperones are expected to attend: _____

How many students are expected to attend: _____

Are there any activities or circumstances that might require special considerations for supervision of students by staff and/or chaperones? ☐ **Yes** ☐ **No**

If yes, describe: _____

_____

Will the trip involve any potentially hazardous planned activities (e.g., scuba diving, zip lining, etc.)? ☐ **Yes** ☐ **No**

If yes, describe the activity or activities (include location of activity and company involved in the activity, if any) _

_____

_____

Host Family Considerations (if applicable): *If students will be staying with a host family for all or part of the trip, answer the following.*

Who selected the host families and what is the criteria for being a host family? _____

_____

Are the host families background checked prior to the trip? ☐ **Yes** ☐ **No**

Who performs the background check: _____

Dates students will be staying with host families: _____

What is the plan to ensure staff and host families are able to keep in touch with each other during the trip?: ____

_____

Approved by:

Principal: _____ Date: _____

Director: _____ Date: _____

Cabinet Approval: ☐ Yes ☐ No Date: _____

References – District 196 Administrative Regulation 604.7.2AR, Overnight Field Trips

Procedure/604.7.2.3P/4/28/20025