



Complete this section for out-of-state, overnight trips of more than one night, and/or trips that involve fundraising. Pre-approval from the principal and superintendent's designee is required at least six months in advance when circumstances permit.

☐ Prior to any detailed planning, parent or student involvement, the teacher will prepare a conceptual description of the proposed trip including the curricular rationale, mode of transportation and any special air travel considerations for undocumented students/ chaperones. Please attach.

☐ If the trip requires a contract (ex. charter bus, facility use or rental agreement) contact the Admin Assistant of Activities & Athletics at the District Office to start the contract review process.

☐ Is this a new or annual trip? (Circle one) New Annual (Last date of trip) _____

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Principal	Date:	*Principal forwards to administrative assistant of Activities & Athletics at the District Office for all overnight, out-of-state and out-of-country travel	
Dir. of Athletics & Activities	Date:	Director of CTE (required if CTE funding	Date:
Exec. Director of DT&L	Date:	(required for overnight, out-of-state and out-of-country travel)	
Superintendent	Date:	(required for overnight, out-of-state and out-of-country travel)	

Updated 8/5/2025