

EXTENDED EDUCATIONAL STUDY TRIP APPROVAL FORM

- Submit this form to School of Effectiveness, 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 School of Effectiveness **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

School of Effectiveness Approval

Approved

Tentatively Approved

Not Approved

Authorized Signature _____ Date _____

Reason, if tentatively approved or not approved: _____