REQUEST FOR FOREIGN TRAVEL

NEPN/NSBA Code: IICA-E

Educators submitting this request should first read the Regional School Unit 78 Policy IICA. This form must be submitted by September 30 of the school year in which the trip occurs together with the trip itinerary.

Indicated the travel category for which approval is requested:

Teacher(s) Leading Trip: ______________________________________________________

Content Area Group: __________________________________________________________

Destination: __________________________________________________________________

Dates of Travel: ______________ Dates of School Missed: ______________

**Education Justification:** What are the educational objectives of the trip? How do these relate to the Maine Learning Results in the sponsoring content area(s)?

**Standards for Participation:** What are the academic and behavioral standards that must be met by participating students?

**Safety:** In what ways will you insure the safety of students while traveling? (Describe special instructions to students, supervision guidelines to chaperones, etc.)
Number of Students Traveling: _______________________
Number of Adult Chaperones: _______________________
Date of Initial Parent Meeting: _______________________

Method of Travel (Check all that apply)

School Bus ____
Charter Bus ____
Parent Transporting Own Children ____
Airline (Disclose ground transportation plans): Other (Specify): __________________________
____________________________________________________

Have parents signed consent forms?
Yes ____
No, but they will prior to travel ____

Financial:

- How much must a student pay or fund raise to participate? _____________________________
- Total cost of trip per student (if other funds used): _________________________________

I have read Policy IICA and understand I am responsible for the safety and well-being of students while on the proposed excursion.

_____________________________________________ (Signature of Group Leader) (Date)

I have reviewed the itinerary of the proposed trip and reviewed safety procedures with the supervising educator.
I have confirmed that no student will be penalized in any way if he/she cannot participate in this travel experience. I recommend this travel to the superintendent.

_____________________________________________ (Signature of Principal) (Date)

Approval of Superintendent

_____________________________________________ (Signature of Superintendent) (Date)

Adopted by School Board – February 14, 2006
Revised: January 2, 2014
Reviewed: 1/2/2019; 1.31.2022