

OVERNIGHT, OUT-OF -STATE OR OUT-OF-COUNTRY TRIP PLANNING GUIDE

Date	Activity	Approval Needed
	1. Develop concept for trip, including education rationale, dates, supervision plan domestic or international air travel considerations for undocumented students/chaperones destination and cost estimates. Begin process at least six months in advance of trip. <u>Submit Form 2320F2 to principal</u>	
	2. Discuss with principal and meet and talk with students and parents about the possibility of the trip.	
	3. Revise concept as necessary and create written proposal for <u>approval in concept.</u> 4. Superintendent's designee <u>reviews proposal</u>	Principal approves and forward to superintendent's designee.