

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 approval in concept. 4. Superintendent's designee reviews proposal	Principal approves and forward to superintendent's designee.