

This form must be **typed** or clearly printed and submitted to the Superintendent before planning begins for international trips. Refer to Regulation EG-3101.

Form EG-3101-B

MOUNDS VIEW PUBLIC SCHOOLS
STUDENT INTERNATIONAL TRAVEL - REQUEST FORM
PRELIMINARY CONCEPT APPROVAL

Requests for international travel must undergo a two-step approval process. They must first be submitted to and tentatively approved by the Superintendent in concept using this form before involving students and parents in planning and implementation.

At least 90 days prior to the trip, Form EG-3101-C must be completed and submitted for final approval.

SCHOOL _____ GROUP MAKING REQUEST _____

PRINCIPAL _____ PERSON IN CHARGE _____

Destination: _____

Dates of trip: _____, 20____ Number of school days missed: _____

Number of students: _____ Grade levels included: _____

In the space below, please provide a brief summary of the trip you want to plan. The Superintendent will either (1) give tentative approval so that the trip can be planned in full to meet all other time lines specified in policy and regulation EG-3101, or (2) deny the request.

Signature of Sponsor _____ Date _____

Signature of Principal _____ Date _____

Signature of Superintendent _____ Date _____