

This form must be **typed** and submitted to the Superintendent 90 days prior to the departure date for international travel. Refer to Regulation #EG-3101.

Form EG-3101-C

MOUNDS VIEW PUBLIC SCHOOLS  
**STUDENT INTERNATIONAL TRAVEL - REQUEST FORM**

SCHOOL \_\_\_\_\_ GROUP MAKING REQUEST \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ PERSON IN CHARGE \_\_\_\_\_

**CHECK ONE: (Please see Regulation #EG-3101 for definition and #10 on reverse)**

BASIC TRIP \_\_\_\_\_ CURRICULAR SUPPLEMENTARY TRIP \_\_\_\_\_ CO-CURRICULAR SUPPLEMENTARY TRIP \_\_\_\_\_

1. Destination: \_\_\_\_\_

2a. Dates of trip: \_\_\_\_\_, 20\_\_\_\_ 2b. Number of school days missed: \_\_\_\_\_

3. Number of students: \_\_\_\_\_

4. Grade levels included: \_\_\_\_\_

5. Supervision (The Board requires one adult for 1-6 students, 2 adults for 7-12 students, and one adult for every 12 students thereafter.)

a. Staff accompanying (must list names): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

b. Other adults accompanying (must list names): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Prior to the trip, written permission of parents of all students will be obtained - Yes \_\_\_\_\_ No \_\_\_\_\_

7. Prior to the trip, parents will be informed of the following:

a. Nature of the trip ----- Yes \_\_\_ No \_\_\_

b. Names of the adult sponsors ----- Yes \_\_\_ No \_\_\_

c. Emergency telephone number ----- Yes \_\_\_ No \_\_\_

d. Mode of transportation ----- Yes \_\_\_ No \_\_\_

e. Transportation waiver, if appropriate ----- Yes \_\_\_ No \_\_\_

f. Amount of spending money a child may need ----- Yes \_\_\_ No \_\_\_

g. Itinerary ----- Yes \_\_\_ No \_\_\_

8. Describe the nature and objectives of the trip:

9. Transportation information: How will students be transported?
- a. Bus \_\_\_\_ Name of company \_\_\_\_\_
  - b. Plane \_\_\_\_ Name of airline \_\_\_\_\_
  - c. School District van/s \_\_\_\_\_
  - d. Private vehicle driven by responsible adult \_\_\_\_\_
  - e. Other \_\_\_\_\_
  - f. School District not responsible for transportation \_\_\_\_\_

10. Alternatives for students (**DOES NOT APPLY TO CO-CURRICULAR TRIPS**):

If this is a **BASIC** trip, have appropriate educational alternatives that achieve the same objectives been provided for those students whose parents do not wish them to participate?

Yes \_\_\_\_ No \_\_\_\_

Describe alternative:

If this is a **CURRICULAR SUPPLEMENTARY** trip, have alternatives been provided?

Yes \_\_\_\_ No \_\_\_\_

Describe alternative:

11. Cost factors:

a. Trip funded by:

- 1) School account \_\_\_\_\_
- 2) Individual \_\_\_\_\_

b. Cost per person \_\_\_\_\_

(Costs for a basic field trip should be borne by the School District and equivalent educational alternatives provided under teacher supervision. Costs for supplementary trips should be equally distributed among the participants for curricular supplementary trips.)

c. What provision has been made for students where money is a problem?

d. For trips costing in excess of \$400 per person, what efforts have been made to acquire the most cost effective price?

12. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs?

YES \_\_\_\_ NO \_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_