

Administrative Procedure 733 – Appendix A

STUDENT TRAVEL REQUEST FORM

School: _____

Group Information: Grade: _____ Number of Students: _____
Grade: _____ Number of Students: _____
Grade: _____ Number of Students: _____

Teacher Leader: _____ Substitute Leader: _____

Total Number of Chaperones (including leaders): _____

Form of Transportation: (Circle) - School Division Bus School Division Van Charter Bus Private vehicle

Any additional items to be transported (ie: sports equipment) _____

Destination(s):

Departure Date and Time: _____ Return Date and Time: _____

Number of instructional days involved (maximum of 5): _____

Businesses and funds owed to each if the trip is cancelled (e.g. tour operators, transportation companies, hotels, etc.):

Estimated Budget: Attach - showing major revenues and expenses _____

Curricular Connections: _____

Pre and Post Travel Educational Activities: _____

- Parents/Guardians, students and chaperones have been informed in writing that the trip may be cancelled by the Director or designate at any time prior to or during the trip:
Parent/Guardian Consent Forms on file at school:
Student and Chaperone names on file at the school:
Chaperone names and their relationship to the school(attached):
Expectations/Responsibilities for Chaperones (attached):
Medical needs of students are with the Teacher leader and on file at the school:
Budget showing major revenues and expenses (attached):
Contact number for Teacher and Substitute leader during trip on file with principal(attached):
Approval granted (Superintendent signature required for out-of-province trips):

Principal Date Superintendent Date