

**REQUEST FOR FOREIGN TRAVEL**

**NEPN/NSBA Code: IICA-E**

Educators submitting this request should first read the Regional School Unit 78 Policy IICA. This form must be submitted by September 30 of the school year in which the trip occurs together with the trip itinerary.

**PAGE ONE TO BE COMPLETED PRIOR TO SUBMITTING FOR BOARD APPROVAL.**

**PLEASE INCLUDE ALL PAGES WHEN SUBMITTING TO THE BOARD**

Destination: \_\_\_\_\_

Date of trip: \_\_\_\_\_

**STEP 1:  
TRANSPORTATION ~ TO BE SIGNED OFF ON BY DIRECTOR OF TRANSPORTATION**

**NO TRANSPORTATION NEEDED:** \_\_\_\_\_

**YES TRANSPORTATION NEEDED:** \_\_\_\_\_

Time of departure from RLRS: \_\_\_\_\_. Time of return to RLRS: \_\_\_\_\_

Number of student participants:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Transportation

\_\_\_\_\_  
Date

**STEP 2:  
NOTIFY KITCHEN IF STUDENTS WILL BE MISSING MEALS**

\_\_\_\_\_  
Signature of Director of Food Service

\_\_\_\_\_  
Date

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Page 2 of 3

Indicated the travel category for which approval is requested:

Teacher(s) Leading Trip: \_\_\_\_\_

Content Area Group: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_ Dates of School Missed: \_\_\_\_\_

**Education Justification:** What are the educational objectives of the trip? How do these relate to the Maine Learning Results in the sponsoring content area(s)?

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**Standards for Participation:** What are the academic and behavioral standards that must be met by participating students?

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**Safety:** In what ways will you insure the safety of students while traveling? (Describe special instructions to students, supervision guidelines to chaperones, etc.)

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Number of Students Traveling: \_\_\_\_\_  
Number of Adult Chaperones: \_\_\_\_\_  
Date of Initial Parent Meeting: \_\_\_\_\_

Method of Travel (Check all that apply)

School Bus \_\_\_\_\_  
Charter Bus \_\_\_\_\_  
Parent Transporting Own Children \_\_\_\_\_  
Airline (Disclose ground transportation plans): Other (Specify): \_\_\_\_\_  
\_\_\_\_\_

Have parents signed consent forms?  
Yes \_\_\_\_\_  
No, but they will prior to travel \_\_\_\_\_

**Financial:**

- How much must a student pay or fund raise to participate? \_\_\_\_\_
- Total cost of trip per student (if other funds used): \_\_\_\_\_

**I have read Policy IICA and understand I am responsible for the safety and well-being of students while on the proposed excursion.**

\_\_\_\_\_  
(Signature of Group Leader)

\_\_\_\_\_  
(Date)

**I have reviewed the itinerary of the proposed trip and reviewed safety procedures with the supervising educator.**

**I have confirmed that no student will be penalized in any way if he/she cannot participate in this travel experience. I recommend this travel to the superintendent.**

\_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
(Date)

**Approval of Superintendent**

\_\_\_\_\_  
(Signature of Superintendent)

\_\_\_\_\_  
(Date)

Adopted by School Board – February 14, 2006  
Revised: January 2, 2014  
Reviewed: 1/2/2019; 1.31.2022  
Revised: 6.3.2024