



**SCHOOL DISTRICT OF NEW LONDON
APPLICATION TO THE DISTRICT ADMINISTRATOR
FOR
STUDENT OVERNIGHT AND EXTENDED
TRIPS/TRAVEL**



**Application for extended student travel must be made to the District
Administrator
24 months prior to any foreign travel and
18 months prior to any domestic travel of 3 nights or more.**

Name of group: _____

Name of individual completing this application: _____

Dates of trip: _____

Where trip is being taken: _____

Is this the rotation year of the group? Yes No
If no, state reason why this request is being made. _____

Educational value/instructional purposes of trip: _____

Date: _____
Signature _____

Approved

Not Approved—Reason: _____

Dated: _____
District Administrator _____

Copy to: Building Principal