



**SCHOOL DISTRICT OF NEW LONDON
APPROVAL/CHECKLIST OF DOCUMENTS TO BE
SUBMITTED FOR STUDENT OVERNIGHT AND EXTENDED
TRIPS/TRAVEL**



For foreign travel, this form, along with supporting documents, must be completed and submitted **eighteen (18) months prior to the trip to the Board of Education.**

For extended travel of 3 nights or more, this form, along with supporting documents, must be completed and submitted **four (4) months prior to the trip to the District Administrator.**

Name of Trip:

Teacher Name:

Date(s) of Trip:

- a. Instructional purposes of trip. (Not required for class/organization trips—already stated on initial request.)
- b. Cost of trip per participant and what is NOT included in price.
- c. An explanation of financial arrangements.
- d. Details of complimentary package.
- e. Approximate departure and return dates.
- f. Daily itinerary.
- g. Travel arrangements, i.e., bus, flight information, schedule
- h. List of chaperones.
- i. Background check form for each chaperone.
- j. Chaperone duties/guidelines.
- k. List of students attending and current grade.
- l. Student rules/expectations.
- m. Certificate of Insurance.
- n. Copy of parental release.
- o. Dates/times that will need to be entered in Aesop for absences of any staff members.

NOTE: Please submit to the District Administrator or designee 2 weeks prior to departure: (1) final list of students attending; (2) final list of chaperones attending; (3) list of emergency contact numbers; (4) phone numbers for students and chaperones in case of an emergency and someone needed to be contacted back at home; (5) any changes to daily itinerary, flight/transportation, or transportation schedules.

Any other changes must be communicated to the District Administrator or designee **prior** to departure.

Approved

Not Approved—Reason: _____

Dated: _____

District Administrator / Designee