



**TRAVEL/STUDY APPROVAL FOR OVERNIGHT  
AND EXTENDED TRIPS OUT OF THE  
WASHINGTON METROPOLITAN AREA**

Office of School Performance  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**TO BE SUBMITTED TO THE COMMUNITY SUPERINTENDENT PRIOR TO PARENT NOTIFICATION OF THE  
PROPOSED TRIP AND AT LEAST FOUR WEEKS IN ADVANCE OF THE TRIP.**

School \_\_\_\_\_ Principal \_\_\_\_\_

Dates(s) of trip \_\_\_\_\_ Staff sponsor of trip \_\_\_\_\_

Principal designee in accordance with Regulation JGB-RA, *Search and Seizure* \_\_\_\_\_

Grade level of students involved \_\_\_\_\_ No. of students \_\_\_\_\_ Total cost per student \_\_\_\_\_

Sources of money for those students unable to pay \_\_\_\_\_

Location of trip \_\_\_\_\_

Name of travel agent (if applicable) \_\_\_\_\_

Name of carrier: (Carrier must be on MCPS approved list of carriers. This list is sent to schools annually.)

\_\_\_\_\_  
(Current certificate of insurance must meet MCPS requirement as specified in Regulation IPD-RA, pages 2 and 3.)

Objectives of trip:

Description of instructional and supervisory arrangements for students not participating in this trip:

When submitting this form, attach copies of items listed below. (Place a check mark by each item indicating its inclusion in the approval packet.)

- Information outlining parental financial responsibility should there be an emergency cancellation
- Itinerary for extended travel
- Parent letter explaining the trip
- Permission slip
- Emergency plan. (An emergency plan should include arrangements for medical needs, phone numbers for parents and MCPS personnel, access to communication devices, and procedures for general potential emergency situations.)
- Chaperone list w/MCPS employees noted
- Orientation procedures---(includes trip objectives and overview of trip itinerary; orientation for students and parents about trip and student behavior expectations; articulation to chaperones about roles and responsibilities; arrangements for overnight accommodations and/or meal accommodations, if necessary; clothing for special cases, i.e., boots for water activities at the bay.)
- Telephone tree in the event of an emergency

BE SURE THE SCHOOL HAS A LIST OF THOSE STUDENTS PARTICIPATING IN THE ACTIVITY AND A COPY OF THE EMERGENCY PLAN, INCLUDING EMERGENCY CONTACT NUMBERS.

I have read MCPS Regulation GCA-RA, *Employee Conflict of Interest* and my participation in this trip is not a conflict of interest.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature, Sponsor*                      *Date*

I have approved this trip.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature, Principal*                      *Date*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature, Community Superintendent or Designee*                      *Date*

For further information about Travel Study Programs, Class and Student Organization Trips see MCPS Policy IPD and Regulation IPD-RA.

Trip Denied

Reason \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature, Community Superintendent*                      *Date*