

Secondary Education
Travel Approval Guidelines

This travel is approved under the following conditions:

1. A report of at least two pages (typed, double-spaced, Times New Roman 12 point or 4 pages handwritten (one side of the page only in blue or black ink) submitted no later than _____ . Paper handed in beyond the assigned due date will not be accepted and the days of absence will be marked unexcused and/or illegal.
2. The report will clearly identify what aspects of the trip were found to be education (i.e. landscape, plant and/or animal life, economy, historical significance, cultural differences, etc.) If you have any questions, please ask.
3. The report will clearly demonstrate why features were believed to be educational and will specify how perceptions were clarified, reinforced or changed. The report must be original and cannot be plagiarized or reproduced from the internet or any other source.
4. This report will NOT be a travel itinerary (i.e. We got up at 8:00 a.m., ate breakfast at 8:30 a.m., etc.

Students who are approved for educational travel are responsible to get work from each of their teachers. Please have the teachers sign below to indicate that the proper work was secured for the period of absence as specified on the front of the form.

Period	Subject	Teacher Signature
1		
2		
3		
4		
5		
6		
7		

Principal/Assistant Principal Signature

Date_____

Assistant Director Career/Tech Center (if Applicable)

*Signature indicates that CTC has been made aware of proposed travel.