



EDUCATIONAL TRIP PRE-APPROVAL REQUEST

Southeast Island School District
P.O. Box 19569 Thorne Bay, AK 99919
www.sisd.org

Please submit this completed form to your teacher of record.
This form must be completed and approved prior to the trip and reimbursement request.

Travel parameters:

- The sole purpose and goal of the trip is for an educational purpose and supports a course on the student's ILP.
- The student has sufficient funds in their allotment to cover this trip.
- This expense will not deprive a student of future money needed for core curricular materials.
- Reimbursable Fees May Include:
 - Registration, attendance, entrance fees, short term passes, etc.
 - *If Away from Home (defined as 100 road miles away from home OR off the road system), then:
 - Lodging, Airfare, Railroad, Ferry, Rental Car, or other mode[s] of transportation necessary
- Expenses such as gas, food, and personal purchases such as souvenirs are always non-reimbursable.

*See the AK-TRAILS Handbook and your Contact Teacher for full policies.

Student Name		Adult Chaperone[s]	
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Destination/Location	
Purpose: Pre-planned Activities Description	
Related ILP Course	
Dates of Travel	
Approximate Itemized Costs	

Parent/Guardian/Adult Student Signature	Date

A typed signature qualifies as official.

AK TRAILS Contact Teacher Approval Signature	Date

A typed signature qualifies as official.

SISD Superintendent Approval Signature	Date

A typed signature qualifies as official.

*** For field trips within the U.S. and Canada: Contact Teachers will submit plans to the Superintendent at least 15 days prior to the date of the trip. For field trips outside the U.S. and Canada: Lead Teachers will submit plans to the Superintendent at least 60 days prior to the date of the trip. (Board Policy 6153)**