

*INTERNATIONAL OR EXTENDED DOMESTIC TRAVEL***TRIP PLAN CHECKLIST****Western Dubuque Community School District**

Submit this form with *Trip Detail Summary and Safety Plan* to Superintendent's Office at least 12 weeks prior to departure.

Action	Date accomplished	Notes
Student/parent meeting(s) regarding trip		
Parent/guardian approvals secured		Maintain copy with principal
Parent/guardian/student release of liability secured		Maintain copy with principal
Itinerary and roster of all participants and contact information on file		Maintain copy with principal; file with <i>Trip Detail Summary & Safety Plan</i>
All funding collected		
Passports secured and verified		
Medical information collected		Maintain record with principal
Transportation details finalized		
Lodging details finalized		
Other		
Other		

Approved: May 14, 2012

Reviewed:

Revised: