



Jacksonville Independent School District ADMINISTRATIVE REGULATION

CODE: 005 STUDENTS

RE: 005.002 (Non-UIL) Student Overnight and Out-Of-State Travel

Student overnight and out-of-state travel (non-UIL sanctioned) is required to have prior approval by the building Principal *and* the Superintendent. The Sponsor/Director planning the travel is required to complete the attached Travel Request form, submit it for approval to the principal, and then for final approval by the Superintendent at least sixty (60) days in advance of the departure date. All travel requests must be approved before any announcements of travel plans are made to students and/or parents. Further, out-of-state overnight travel (non UIL sanctioned) shall be limited to one trip every two years per group/organization and shall not occur in adjacent years. Travel outside the continental United States will require prior Board approval at least ninety (90) days in advance. Further, all student travel shall require no more than two (2) missed school days by students.

All schools in the District are to be governed by the following statement:

Travel requests for all student non-UIL overnight and out-of-state travel will require approval from the building Principal *and* Superintendent at least sixty (60) days prior to departure date. Approval must be obtained *prior* to any announcement of travel to students and/or parents. District groups and organizations will be limited to *one* out-of-state trip per two year period with no out-of-state trips occurring in adjacent years. Requests for travel outside the continental United States shall require submission ninety (90) days in advance of departure date to the Office of the Superintendent for placement on the agenda for approval by the Board of Trustees at the next board meeting. Travel requests shall be submitted on the attached Student Travel Request form. All student travel will require no more than two (2) days of instruction to be missed by students.



JACKSONVILLE INDEPENDENT SCHOOL DISTRICT

STUDENT TRAVEL REQUEST

All travel must be approved by Principal and Superintendent 60 days in advance

All travel outside continental U.S. must be approved by Board of Trustees 90 days in advance

Group/Organization Name	
Director/Sponsor Requesting Trip Approval:	
Date/Time of Departure	
Date/Time of Arrival	
Purpose of Travel	
Destination (City/State)	
Approx. # Students	
Approx. # Chaperones	
Dates to be Absent from School (2 days maximum allowed)	

Director/Sponsor

Date

Principal

Date

Superintendent

Date