

Twin Valley Trip

Summary Document

Overnight/Out of State Trips

1. Fill out [preliminary approval form](#)
2. Submit to [Director of Athletics & School Involvement](#)
 - a. They will submit to building principal
 - b. Principal will submit to superintendent
 - c. Superintendent will present to school board
3. Get approval from Director of Athletics & School Involvement
4. Submit [Field Trip Description and Itinerary Form](#) and [Trip Emergency Action Plan](#) to Director of Athletics & School Involvement and building principal
5. Arrange for transportation
 - a. If using school district transportation, submit a [trip request](#)
6. Send list of students attending to building principal and school nurse (3 weeks prior to the trip)
7. Send [permission slip home for parent/guardian approval](#) (3 weeks prior to the trip)
8. Send list of students attending to [transportation](#), attendance and building staff (7 days prior to trip)

Day Trips

1. Fill out [preliminary approval form](#)
2. Submit to [Director of Athletics & School Involvement](#)
 - a. They will submit to building principal
 - b. Principal will share with the superintendent
3. Get approval from the building principal
4. Arrange for transportation
 - a. If using school district transportation, submit a [trip request](#)
5. Send list of students attending to building principal and school nurse (3 weeks prior to the trip)
6. Send [permission slip home for parent/guardian approval](#) (3 weeks prior to the trip)
7. Send list of students attending to [transportation](#), attendance and building staff (7 days prior to trip)

Day Trips within TVSD School District (trips to/from other schools within the district)

1. Fill out [preliminary approval form](#)
2. Submit to [Director of Athletics & School Involvement](#)
 - a. They will submit to building principal
 - b. Principal will share with the superintendent
3. Get approval from building principal and/or director of athletics & school involvement
4. Arrange for transportation
 - a. If using school district transportation, submit a [trip request](#)

5. Send list of students attending to building principal and school nurse (3 weeks prior to the trip)
6. Send [permission slip home for parent/guardian approval](#) (3 weeks prior to the trip)
7. Send list of students attending to [transportation](#), attendance and buildingstaff (7 days prior to trip)