



OPTIONAL STUDENT TRAVEL PACKET FOR OVERNIGHT and OUT-OF-STATE TRIPS

Must be approved 3 to 4 months before trip

Optional Student Travel Means:

- Is not required of any student
- Is for a curricular or extracurricular purpose
- Is provided by the district or arranged under the direction of a district employee acting in his/her official capacity

REMINDER: Fundraising activities and ECA collection can BEGIN ONLY after final trip approval

Read the Optional Student Travel Policy ([IICA](#)) and follow these steps to ensure your trip request is processed on a timely basis.



Revised: May 5, 2017

- **STEP #3b** If applicable – **Certification of Classified Employee regarding volunteer activity:**
This form must be completed for any classified employee going on the trip, including any trip scheduled during a school break or the summer.
- If a 12-passenger van will be used, attach a copy of each driver’s valid AZ school bus driver certification card or van operator’s authorization card

Once the Principal/Unit Administrator approves the trip, proceed with the following:

STEP 4. STEP #4: Employee Parf Creation-(WEBO):

Employee Parf Creation (WEBO)

<http://isdc-onbase-01.musd.mpsaz.org/mpsdataaccess/>

If a substitute is needed contact Human Resources to reserve a “sub slot” by sending an email message to hrtravel@mpsaz.org **DO NOT** call SmartFind Express (SFE) at this time.

The WEBO form must be completed and submitted electronically for all employees going on the trip, including any trip scheduled during a school break, weekend or summer break. (See “**Steps to generate an Employee Parf Creation-WEBO**”) for help in completing form) This form will be electronically routed for approval by the principal/unit administrator, Human Resources, Student Activities, District Department (if applicable), Area Assistant Superintendent, Travel Services, and Governing Board (if applicable).

If additional employees are added to the trip at a later date, another Webo form will need to be completed for those employees. Notate on the comment section of the electronic Travel Request With Students Form the original travel request number and the date the trip was approved by the Area Superintendent.

You will be notified via e-mail by Travel Services and/or your Area Superintendent if the travel request has been approved. If the travel request is denied you will be notified by the person denying the request. Trips are not permitted unless all approvals have been obtained.

***IMPORTANT NOTE:** The organizer of the trip is responsible for notifying the appropriate parties, i.e. Area Assistant Superintendent, Principal, SIAC, etc. of any changes after the travel request has been approved. It is also the responsibility of the organizer of the trip to know the cancellation policies of all vendors being used. The organizer of the trip may be held accountable to pay for charges incurred if cancellations are not done in accordance with the vendor(s) cancellation policy.*

****AFTER NOTIFICATION OF TRIP APPROVAL, COMPLETE ALL TRAVEL PLANS FOR THE TRIP**
(STEPS 5-7)**

*****AT THIS POINT FUNDRAISING REQUEST AND REQUESTS FOR ECA DONATIONS CAN BEGIN*****

Fundraising activities (complete a “**Activity/Fundraising Request form**”, “**Activity/Fundraising Request Form – Fillable**”) - require approval by the school administrator. Remember to submit a “**Student Activities Requisition**”, “**Student Activities Requisition**” – fillable, **PRIOR** to beginning the fundraising activity.

Give the completed form to the principal’s secretary (for elementary schools) or to the student activities secretary (for junior/senior high schools).

STEP 5. If a substitute teacher is needed, call SmartFind Express (SFE) at 480-655-9009. Then complete the following forms:

Smart Find Express for Substitute if needed

Bus Request

Applicable Forms

- **STEP #5a Bus Request (if applicable):**

Use either a form designed by your school or this form to request a charter bus for any type of travel or a district bus for in-state, overnight travel. On the form provide the travel route, parking plans, and information about any student who will be transported in a wheelchair. Give the bus request to the principal’s secretary (for elementary schools) or to the student activities secretary (for junior/senior high schools) and verify with them which funds are available to pay for the bus. The secretary will then need to electronically request the bus using OBARS.

IMPORTANT NOTE: *It is your responsibility to inform the school secretary and the Transportation Department to cancel a bus if at a later date it is determined the bus will not be needed. Be sure you know the cancellation policy when requesting a bus. You will be subject to paying for the bus if it is not cancelled. If a 12-passenger van will be used, the driver must have: (a) a valid Arizona driver's license and (b) a current Arizona school bus driver certification card or a van operator authorization card. For more information on van certification contact Safety and Training at 308-7574. Travel using a van will not be approved unless you have arranged for an authorized driver. Please also note that district vehicles may not be used for any out-of-state travel. In addition to the driver, at least one district employee must accompany students in a school bus, other district vehicle, or vehicle provided by a private carrier unless an exception is approved by the Area Assistant Superintendent or Director of Transportation.*

When students are transported in a school bus or vehicle provided by a private carrier, the supervising adult must be a district employee other than the driver. (However, if an employee is not available, a district-approved chaperone may provide supervision if approved by the principal.) When students are transported in a district vehicle other than a school bus, a district employee (for example, an assigned sponsor, coach, or instructor) who drives the vehicle will meet the district's requirement for adult supervision.

- **STEP #5b– [Student Activities Travel Requisition:](#)**

- **[Student Activities Travel Requisition – Fillable](#)**

Complete this form to obtain a purchase order number and/or cash envelope (cash advance) for all vendors requiring payment for the student travel. When you receive a purchase order number and/or cash envelope, then expenses for the trip (i.e., reservations or deposits) can be processed. Give this completed form to the principal's secretary (for elementary) or to the student activities secretary (for junior/senior high schools). **Note: Room lists must be provided to Student Activities at the time the lodging is paid.**

- **STEP #5c-1 [Parent/Guardian Permission Form - Elementary/English:](#)**

- **STEP #5c-2 [Parent/Guardian Permission Form – Elementary/Spanish:](#)**

- **STEP #5c-3 [Parent/Guardian Permission Form – Secondary/English:](#)**

- **STEP #5c-4 [Parent/Guardian Permission Form – Secondary/Spanish:](#)**

- **[Parent/Guardian Permission Form – Elementary-English – Fillable](#)**

- **[Parent/Guardian Permission Form – Secondary-English – Fillable](#)**

Send this form home with students. Each student must return a signed permission form to the teacher who will retain it. (Students age 18 and over may sign their own permission form.) Attach a separate flier for parents to keep if you don't want them to remove the top portion of the permission form. In addition to the itinerary, provide parents with emergency contact phone numbers and information about any specific needs (for example, special clothing, shoes, etc.) and environmental conditions expected on the trip.

- **STEP #5d [For Athletics Only-Parent/Guardian Permission & Student Private Vehicle Form:](#)**

This special form is for athletics when they already have the blue Parent Permission for Medical Treatment Card on file. This form is sent home with the students to be completed and returned for the coach to retain. (Students age 18 and over may sign their own permission form.)

- **STEP #5e [ECA/Club Deposit Verification:](#)** Send this form home with the [Parent/Guardian Permission Form](#) if the trip is ECA qualified. ECA donations should not be solicited for field trips less than \$20 per person. If the trip is less than \$20 per person, all monies should be deposited into a club account.

- **STEP #5f-1** [MPS Medical Information Notice to Parent/English:](#)
- **STEP #5f-2** [MPS Medical Information Notice to Parent/Spanish:](#)
- **STEP #5f-3** [Student Overnight Travel Emergency And Medication Form/English:](#)
- **STEP #5f-4** [Student Overnight Travel Emergency And Medication Form/Spanish:](#)

Send these forms home to parents. Bring completed “Student Overnight Travel Emergency and Medication Form” for all students on the trip. [See district policy JHCD](#) for additional information.

- **STEP #5g-1** [Chaperone Responsibilities/English:](#)
- **STEP #5g-2** [Chaperone Responsibilities/Spanish:](#)
- **STEP #5g-3** [Volunteer Program Form:](#)

As the certificated employee who will be supervising the travel activity, you must ensure that all volunteers, student teachers, classified employees, and other certificated employees return a signed Chaperone Responsibilities form to you before the trip. **You are to keep the forms on file.** Remember to advise all chaperones that they are expected to comply with all expectations outlined on the Chaperone Responsibilities form

You are responsible for ensuring the appropriate number of “required chaperones” ([per policy IICA](#)) have been obtained, using these chaperone-to-student ratios:

- For elementary students, a ratio of 1 adult (teacher/parent chaperone) to 10 students
- For secondary students, a ratio of 1 adult (teacher/parent chaperone) to 15 students
- For athletic optional travel for secondary students, use either a chaperone-to-student ratio of 1 adult to 15 or fewer students, or the number of coaches on the district’s athletic extra-factor schedule, whichever is greater.

Depending on the age and maturity of the students, type of activity, and other safety factors, you may want a lower ratio to ensure adequate supervision. If it is felt that additional chaperones are required and their expenses should be covered by the school, you must get approval from the school administrator and area assistant superintendent. Spouses, classified employees, parents/guardians, and other responsible adults may serve as chaperones. Any volunteer chaperone who is not a classified employee, student teacher, or parent/guardian of a student participating in the trip must be age 21 or older and approved by the district as a volunteer. For all volunteers, a [Volunteer Program Packet \(step 5g-3\)](#) <http://www.mpsaz.org/hr/info/volunteer/communityvolunteers> must be completed and sent with the volunteer applicant packet to Human Resources to request fingerprinting at least three weeks before the travel date. Call 472-0433 for any questions about the Volunteer Program. Only MPS students, MPS employees, and approved volunteers may participate in the trip.

- **STEP #5h** [Student Activity Excuse List:](#)
[Student Activity Excuse List – fillable](#)

- **For secondary students**, submit this form (or one provided by your school office) to the student activities secretary to identify all students who will be participating in the trip and to excuse them from their classes.
- **For elementary students**, provide the school office with a list that shows which students will be participating in the trip and which students will be remaining at school. Be sure to include information about alternate arrangements that have been made for students who will not be participating, including their physical location.

- **STEP #5i** [Student Field Trip Insurance:](#) (under construction)
[Student Field Trip Insurance - fillable](#)

Student accident insurance may be purchased. **It is required for all travelers (students and chaperones) on international trips; optional for other out-of-state trips.** For information and forms, visit the Risk Management Web site at <http://www.mpsaz.org/risk> Click on Student Insurance, then click on [Field Trip Insurance Application](#). If you have questions, call Risk Management at 472-0365

STEP 6. Communicate travel plans to all others who have a need for this information.

Communication

- Make arrangements with the cafeteria for lunch well in advance.
- Notify health office; request first aid kit and a list of students who may need medication.
- When a student will require diabetic services during the trip, remember to make prior arrangements with the parent/health office.
- Advise the school office (for elementary schools) or the bookstore (for secondary schools) if entrance fees or other funds are to be collected for the trip.

STEP 7. On the day of the trip:

Day of Trip

- Submit a final list to the school office showing which students are going on the trip, which are absent, and which are remaining at school. Remind the school office of the travel destination, times, emergency contact numbers, etc.
- Bring along the following forms:
 - **Parent/Guardian Permission Forms (step #5c)** for each student so that phone numbers will be readily available in the event it is necessary to contact a parent or guardian.
 - **Student Overnight Travel Emergency and Medication Form (step #5f-3) and Chaperone Responsibilities (step 5g)** for students needing medication on the trip. Make sure you have identified the person who will be administering the medication during the trip.
- Confirm that parents have provided medication and/or special medical equipment needed by students during the trip. Make sure you are familiar with **district policy JHCD**.
- Bring first aid kit, cell phone/district radio, and a cooler and water if needed.

If you have questions, call your school office for assistance.