

Instruction

SUBJECT: OUT-OF-COUNTRY TRIPS

<u>Responsibility</u>	<u>Action</u>
Organization	1) Submits request and rationale for out-of-country trip to the building administrator at least three (3) months prior to proposed trip.
Building Administrator	2) Notifies Superintendent of request for trip along with recommendation of rejection or approval.
Superintendent	3) a. Reviews request and recommendations of building administrator. b. Provides School Board with information regarding the request and rationale.
School Board	4) Makes decision on request for trip.
Superintendent	5) Notifies appropriate building administrator of Board decision.
Building Administrator	6) Notifies organization of Board decision.