

STUDENT TRAVEL REQUEST FORM

To be completed at least five (5) working days prior to an anticipated trip away. Deliver to Timberline International Office or email to international@sd72.bc.ca

STUDENTS WHO LEAVE OUR SCHOOL DISTRICT WITHOUT ADVANCE PERMISSION COULD BE SUBJECT TO DISCIPLINE. LAST MINUTE REQUEST MIGHT NOT BE APPROVED.

THIS PORTION TO BE COMPLETED BY STUDENT, PLEASE PRINT CLEARLY:

NAME: _____ DESTINATION: _____

DEPARTURE DATE: _____ RETURN DATE: _____

Visa (do you require a visa to travel?) _____

ESTA (Electronic System for Travel Authorization. Do you require a ESTA to travel?

<https://esta.cbp.dhs.gov/esta/application.html?execution=elsl#>

Purpose (explain the reason or the trip – be specific):

Travel (details including way of travel, times, drivers, etc. please attach copies of any tickets & itineraries):

Accommodation (details including name, address and contact numbers for where you will be staying and the adults (over 25) who will be responsible for you, contact numbers:

THIS PORTION TO BE COMPLETED BY HOST PARENT:

I have spoken on the phone to the adult (25 years or older) to confirm his/her supervision, the arranged travel and the accommodation as described above:

Yes No **and I approve of this travel:** Yes No

Host Parent (Print Name) _____

Host Parent (Signature) _____

- Students must check with his/her Agent and acquire written approval
- Students must check with his/her Natural Parents and acquire written approval
- If student is missing school they must check with teachers and make up all missed school work.
- There is a \$100 Administration

COORDINATOR USE ONLY:

Date Received: _____ Approved: Yes No

Host Parent Notified on: _____ by Email Phone Initials _____