



Department of Instruction

Form IJOA-E4
OUT-OF-STATE
STUDENT TRAVEL REQUEST FORM

(This form can be filled out on your computer)

Permission is requested for Out-of-State Student Travel involving (Number) students

From (School Name) To (Destination)

Students departing from Las Cruces at (Time) on (Date)

Students returning to Las Cruces at (Time) on (Date)

Rationale for travel:

Table with 3 columns: Transportation to Be Used, Funding Sources, and Type of Travel. Includes checkboxes for School car, School bus, Charter bus, Airplane, Operational, Activity, Booster, and EPSS Related. Also lists Goal 1 - Literacy, Goal 2 - Numeracy, and Goal 3 - Student Success.

Person submitting request: (print) Date:

Principal approval (signature): Date:

Deputy Superintendent: Date:

List student names below OR attach a list of students participating in out-of-state travel.

Student Names:

LCPS Department of Instruction use only
LCPS Board of Education: [] Approved [] Denied Date: