



DOCUMENTATION OF FINAL DETAILS

Cover Sheet

(To be submitted to the appropriate assistant superintendent one month prior to departure)

Checklist

- Exhibit IJOA-E4 – “Out of School Program Approval Form” is enclosed (if not submitted previously).
- A list of participating students is attached. Include emergency contact information for all students as well as an emergency phone tree.
- A blank copy of the Student Information Form is attached.
- A blank copy of the Parental Informed Consent letter is attached.
- Parental Informed Consent has been received for each participating student.
- A copy of the insurance form indicating cost and coverage benefits is attached.
- A copy of agreements with agencies arranging tour is attached (if applicable).

Administration

Date

Effective Date: June 1, 2004 Review Date:
 Amended Date: April 17, 2018
 Board Motion(s): 370/04; 94/18
 Legal/Cross Reference: IJOA-E4 – Out of School Program
 Approval Form