



## **Travel Request Form**

- Students are not permitted to travel outside of the lower mainland without adult (preferably host family) supervision.
- All International students enrolled in SD40 must complete this form and provide it to the international education office staff to be kept on file when planning a trip outside of the Metro Vancouver area.
- Students traveling outside of British Columbia and or Canada must have signed written parental permission clearly stating they are aware of where the student is traveling to, for how long and with whom. (See example).
- Students must also have host family (or parent'(s) temporary designate) acceptance of responsibility and International Education Program signatures prior to undertaking travel.

### **Student Contact Information**

*Please Print Clearly*

Student Name:

---

Parent Name  
And email Address:

---

Host Family Name  
And Number:

---

### **Trip Itinerary**

*Please Print Clearly*

Departure Date  
And Time:

---

Destination:  
(City and Country)

---

Method of Travel:

---

Flight Number:

---

Traveling With:  
(Names)

---

Return Date  
And time:

---

**Destination Contact**

*Please Print Clearly*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Other: Describe any other travel plans varying from those mentioned on page one. Use a separate piece of paper if necessary. Please include the contact information. Use a separate sheet of paper and attach it to this form.

**Approval**

International Education Office Program

\_\_\_\_\_ Date: \_\_\_\_\_

Host Family or Parent Designate

\_\_\_\_\_ Date: \_\_\_\_\_

**International Education Contact Information**

Parental permission letters must be signed. Please ask your parents to fax their letter of permission to our office at 604.517.6170. Parents should address the fax to the following: Attention: International Education Staff

**Staff: The parental permission form should be attached to this form and placed in the student's file.**

*Thank you for your cooperation.  
Your safety is our concern.*

### **Example Parental Permission Letter**

I, Ron Smith give my permission for my child John Smith to travel to Seattle in the United States on September 25<sup>th</sup> and returning to Canada on September 26<sup>th</sup>.

I give permission for my child John Smith to stay with the following family friend during their stay.

Friend's Name:

Date of Birth:

Address:

Phone Number:

Email:

I will not hold the school district, host family or the international education department responsible during this time.

(Parents must sign this message and fax it to our office.)

### **Example parent Designate Responsibility Letter**

I, Mabel Jones will undertake full responsibility for the child John Smith while in Seattle in the United States with me from September 25<sup>th</sup> and returning to Canada on September 26<sup>th</sup>. I will make all necessary arrangements for the care and support of this child in place of the parents where appropriate while the child is in my care.

(Designate must sign **and notarize** this message and fax it to our office.)



### **Waiver**

**Student safety and security is a high priority for the New Westminster School District. However, the New Westminster School District and its employees do not assume responsibility for any travel both authorized *and* unauthorized while the student is enrolled in the New Westminster School District.**

**Students may travel by themselves by commercial airline during holiday time (winter, spring and summer vacation) between families who have been identified to the staff of the international education program.**

**Students undertaking travel outside of the Metro-Vancouver where New Westminster is located, including the United States must do so under the supervision of a host family member who is at least 25 years of age and a Canadian citizen or Permanent Resident of Canada. Students may, under special permission, travel with a responsible adult designated by the natural family.**

**As a condition of travel students must first complete a travel authorization form with host family and International Education staff permission signatures. A signed letter of permission from the student's natural parents must be received and attached to the permission form.**

**The parents waive and release from liability the Board of Education of School District Number 40 New Westminster, including its trustees, employees, officers, servants and agents from any and all claims, demands or suits for any injury, loss, damage or expense that the student may experience resulting from travel outside of school related activities including those undertaken by host families within and outside of Canada.**

\_\_\_\_\_  
**Parental Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Name (please print)**