

EDUCATIONAL TRAVEL

1. A minimum of seven consecutive days in this country or five consecutive days overseas (not including travel days) are required for educational travel to be considered for approval. (A minimum of 1000 miles)
2. Complete REQUEST FOR PRIOR APPROVAL OF EDUCATIONAL TRAVEL (FORM GCL-1/TRAVEL 1) and submit in duplicate to the Assistant Superintendent for Instruction PRIOR to travel.
3. Attach travel itinerary to the form.
4. One copy of the form will be returned to you with approval and amount of credit to be earned. Three CEU's will be the maximum granted for educational travel.
5. When travel is completed, complete REQUEST FOR FINAL APPROVAL OF EDUCATIONAL TRAVEL (FORM GCL-E2/TRAVEL 2) and submit in duplicate to the Assistant Superintendent for Instruction. Attach a day-by-day accounting of points of interest visited along with a summary of educational experiences gained and how your travel experiences will enhance your teaching.
6. Once credit is awarded, a copy of the Travel 2 Form will be returned to you and a copy will be forwarded to Personnel (licensure specialist) for credit to be posted.

**REQUEST FOR PRIOR APPROVAL OF EDUCATIONAL TRAVEL
RANDOLPH COUNTY SCHOOLS
ASHEBORO, NC 27205**

This form is to be completed by the applicant and transmitted to the office of the Assistant Superintendent for Instruction of the Randolph County Schools prior to the beginning of the proposed travel. Submit form in duplicate.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY # _____ HOME PHONE # _____

SCHOOL _____

APPLICANT'S SIGNATURE _____ DATE _____

PRINCIPAL'S SIGNATURE _____ DATE _____

TRIP DESTINATION _____ ROUND TRIP MILEAGE _____

DATE OF DEPARTURE _____ DATE OF RETURN _____

TOTAL # DAYS _____ (Minimum required is 7 consecutive days in U.S. or 5 consecutive days overseas, not including travel days.)

MEANS OF TRANSPORTATION: _____

(If sponsored tour, give name of tour and other pertinent info.)

Attach brochure and itinerary of travel organization or agency sponsoring trip. If individually planned trip, attach a day-by-day account of all points of interest and educational experiences expected.)

_____ CEU's will be granted for the above travel upon completion of Travel 2 form.

Assistant Superintendent _____ DATE _____

**REQUEST FOR FINAL APPROVAL OF EDUCATIONAL TRAVEL
RANDOLPH COUNTY SCHOOLS
ASHEBORO, NC 27205**

This form is to be completed by the applicant and transmitted to the office of the Assistant Superintendent for Instruction of the Randolph County Schools after travel has been completed. Submit form in duplicate.

INSTRUCTIONS: Attach a day-by-day accounting of points of interest visited. Also attach a summary of educational experiences gained and how your travel experiences will enhance your teaching.

NAME _____ DATE _____

SOCIAL SECURITY # _____ SCHOOL _____

APPLICANT'S SIGNATURE _____

_____ CEU's have been approved for this travel experience.

Assistant Superintendent _____ DATE _____