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 ___________________________________________

PRINCIPAL’S SIGNATURE ___________________________________________

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___________

Travel 1 form
GCL E1
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________________________________________

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____________________ CEU’s have been approved for this travel experience.

Assistant Superintendent________________________ DATE_________________

Travel 2 form
GCL E2