

# Student Travel Check List

## STUDENT TRAVEL CHECK LIST

TRIP WITHIN CANADA	TRIP OUTSIDE OF CANADA, INCLUDING USA
<p>1. Confirm that you have someone 21 years or older to travel with, or who will meet you at your destination. Make sure your dates do not conflict with school. Talk with your family and homestay family about the trip.</p> <p><i>Begin to complete your Student Request for Leave from School Form with your teacher.</i></p>	<p>1. Confirm that you have someone 21+ to travel with, or who will meet you at your destination. Make sure your dates do not conflict with school. Talk with your family and homestay family about the trip.</p> <p>Confirm you have proper visa for entry to the designated country or USA and re-entry to Canada by contacting our office <b><u>before finalizing your plans.</u></b></p> <p><i>Begin to complete your Student Request for Leave from School Form with your teacher.</i></p>
<p>2. Have your parents complete the Permission to Travel Form.</p>	<p>2. Have your parents complete the Permission to Travel Form.</p>
<p>3. Return the Permission to Travel form to the International Student Program team <b>two weeks in advance of your trip.</b></p> <p><i>Complete and submit your Student Request for Leave from School Form.</i> Forms may be emailed to: <a href="mailto:Internationalstudent@lrsd.net">Internationalstudent@lrsd.net</a> or can be forwarded to us by the school staff, or given to us in person.</p> <p>It is your responsibility to complete and submit the forms.</p>	<p>3. Return the Permission to Travel form to the International Student Program team <b>two weeks in advance of your trip.</b></p> <p><i>Complete and submit your Student Request for Leave from School Form.</i> Forms may be emailed to: <a href="mailto:Internationalstudent@lrsd.net">Internationalstudent@lrsd.net</a> or can be forwarded to us by the school staff, or given to us in person.</p> <p>It is your responsibility to complete and submit the forms.</p>
<p>4. Bring your health insurance card with you on your trip.</p>	<p>Bring your health insurance card, passport and visa with you on your trip.</p>
<p>5. Have a good time.</p>	<p>5. Have a good time.</p>

Trips within Manitoba (including Northern Ontario cottage country) do not need to follow all these guidelines in regard to paperwork. However, the homestay staff does appreciate an email informing us of the travel plans so that you can be found in case of an emergency.

For trips outside of Canada and the USA, please contact the International Program Staff for more guidelines and information.

# Permission to Travel Parental/Legal Guardian



Students who wish to travel while they are participants in the Louis Riel School Division International Student Program, must provide the written permission of their biological parents/legal custodian by submitting this form **to the International Student Program at least 48 hours prior to their departure**. All students are covered by Guard Me insurance and/or Manitoba Health for travel except in their own country. After completing this form, please keep a copy for your record and have it when travelling. Check one that applies:

**Travel with Homestay**    **Recurrent Travel**   If this is a recurrent travel, only one consent will be required.

**Independent Travel**   For students in the Louis Riel School Division program, we do require written consent from the biological parents for all independent travel in or outside the province. The Louis Riel School Division and the Louis Riel School Division Homestay families will not assume any responsibility for the student during such travel. All international students must have a responsible adult who is at least 21 years old who will be responsible for them at the destination.

Name of Student:	Phone number at destination:
Address at Destination:	
Method of travel: <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Car <input type="checkbox"/> Bus	
Dates of trip (Include flight # and times)	
Departure from Winnipeg:	Return to Winnipeg:
<b>COSTS THE STUDENT MAY HAVE TO COVER:</b> (give the amount or approximate and brief description of what would be applied to)	
<b>Winnipeg Contact (in case of emergency)</b>	<b>Contact in Home Country (in case of emergency)</b>
Name	Name
Phone	Phone

### CONTACT INFORMATION OF ADULT RESPONSIBLE FOR STUDENT AT DESTINATION

Name:	Phone:	D.O.B. (mm/dd/yyyy)
<b>Note 1:</b> If you are travelling outside of Canada, please ensure you have all necessary documentation to do so. This includes all of the necessary visa and paperwork needed to enter another country and to re-enter Canada. Failure to do so may result in the refusal to enter another country, or being refused re-entry back into Canada. This is important and it is the responsibility of the student to ensure all document requirements are met.		
<b>Note 2:</b> Unauthorized travel by a student is not permitted and could result in the student being released from the program and returned home.		
<b>Note 3:</b> In case of any emergency immediately call 204-223-0674, 204-228-8711, or 204-960-1834.		

I, the undersigned, give my child permission to travel as outlined above.

Signature of Biological Parent/Legal Guardian	Date
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# Student Request for Leave from School

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

Dates of Leave: \_\_\_\_\_ Total # of Days Missed: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Course/Teacher	Teacher's Signature	Comments

- My biological parents and I accept the responsibility to ensure that all work missed (assignments, tests, presentations, etc.) is completed to a good standard.
- My biological parents and I understand that I will need to meet with my teachers prior to my departure to inform them of my upcoming absence and to establish deadlines for missed work.
- My biological parents and I understand that missing several classes within a semester may have a negative impact on my achievement in these courses, perhaps including loss of credit.
- My biological parents and I understand it is my responsibility to obtain missed notes, etc. from a classmate. It is not the teacher responsibility to ensure I have all information that I will miss because of this leave.
- It is my responsibility to inform Louis Riel School Division International Student Program (ISP) about my travel plans and understand I must have this form completed for ISP.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Biological Parent/Legal Custodian Signature: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_