TRAVEL REQUIRING PRE-APPROVAL

1. Local Sanctioned Tournaments or Field Trips – Principal’s Approval Only (15 days in advance)

* Single day tournament (no overnight stay)
* A trip to a local multi-day tournament less than 75 miles each way
* Once tournament participation form is signed off, it is filed with the athletic director.

1. Overnight Sanctioned Tournament or Field Trip in or out-of-the State (45 days in advance)

* Approval of School Principal
* Approval from Interscholastic Athletic Department, IAD will sign and sent back to school.
* Approval of Local District Superintendent (Operations)
* Final Approval from Risk Management – Letter of Self Insurance and all approvals.

1. Out of the Country – (45 days in advance)

* Approval of School Principal
* Approval from Interscholastic Athletic Department
* Approval of Local District Superintendent (Operations)
* Board of Education
* Final Approval from Risk Management – Letter of Self Insurance and all approvals

1. Non-Sponsored Tournaments and Field Trips **–** LAUSD assumes no liability and requires a Sample letter to Parents must be given to each student going on the trip (LAUSD Reference Guide “Field Trips Handbook and Revised Procedures”) for additional information.