



Educational Travel Credit Proposal Form

Office of Instruction
Mat-Su Borough School District
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Palmer, AK 99645
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Special Instructions: Educational Travel is defined as a planned learning experience gained through participation in a travel/study tour. Students whose travel is extended for a semester or more should enroll in the district's Correspondence School for courses that will meet District graduation requirements. Contingent on this prior approval, a student will receive a .5 credit for a three-week study/tour program or 1 credit for a six-week program which will be recorded with a P (Pass) grade, which is not included in calculating GPA. Educational Travel study for credit must be initiated by the student and it is the student's responsibility to meet all of the requirements and complete all associated paperwork. The Original Form is to be filed in the student's permanent file after approval, one copy is to be filed with the counselor, and one copy is for the student.

Student Name	<input type="text"/>	Student ID #	<input type="text"/>	Phone Number	<input type="text"/>
Mailing Address	<input type="text"/>	Grade Level	<input type="text"/>	Graduation Year	<input type="text"/>
		High School	<input type="text"/>		

Guidelines:

- The Educational Travel Credit Proposal must be fully completed with all necessary signatures before travel is made.
- A time table for completion of the course goals and objectives must be included in the Educational Travel Credit Proposal. All assignments and assessments must be turned into the building principal in keeping with the agreed upon time line. When appropriate, additional products such as portfolios, performance tapes, or projects may also be submitted.
- Students are expected to document instruction goals and objectives for 90 to 120 hours for a three (3) to six (6) week long program, and 180 to 240 hours for a six (6) week or longer program.
- A maximum of one credit of Educational Travel may be accumulated.

Travel Study Sponsor	<input type="text"/>	School Year	<input type="text"/>	Semester	<input type="text"/>
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Proposed Educational Travel Study

Describe where you will be traveling, when, and other pertinent information.

Please outline the Instructional Goals and Objectives here.

Describe the documented evidence of completed assignments, assessments, portfolios, journals, etc. *Attach rubric and/or course syllabus as appropriate.*

Time table (Documented Hours)

Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	

I have read and agree to follow the guidelines of the Mat-Su Borough School District's Other Credit Option Policy. I understand that it is my responsibility to submit an official transcript of my grade(s) in a timely manner in order to receive credit toward graduation.

Student Signature Date

Parent/Guardian Signature Date

Approval

School Counselor Signature Date

School Principal Signature Date

Note to the Registrar: Course Number 9970

A .5 credit may be earned for 90-120 hours for a three (3) week tour. One credit may be earned for 180-240 hours for a six (6) week or longer program. A maximum of 1.0 credit of Educational Travel may be accumulated.