

Before you travel, please review this checklist to ensure your trip has no complications.

Trip Within Canada

- Confirm that you have a responsible adult 25 years or older who will be responsible for you at your destination
- Talk with your family and your homestay family about the trip.
- Please arrange to travel during the school holidays. If you must miss school, please complete the Student Request for Leave from School form.
- Have your parents complete the Permission to Travel form.
- Return the Permission to Travel form. It is preferred that forms are submitted 2 weeks prior to travel.

Forms can be returned to ISP staff in person, or they may be emailed to:

internationalstudent@lrsd.net

- Ensure you have your health insurance information with you on your trip
- Have a great time!

Travel Outside of Canada, Including the USA

Please use the checklist above and:

- Confirm you have proper visa for entry to the designated country or USA and re-entry to Canada by contacting our office before finalizing your plans

Biological Parent/Legal Guardian Activity Authorization Form

Please complete this form and submit at least 48 hours before departure. All international students must have a responsible adult who is at least 25 years old who will be responsible for them at the destination. This Activity Authorization Form is required for:

- Any travel or activity without the Homestay Family or the school
- Any overnight travel or activity occurring outside of Manitoba
- Any activity requiring a financial contribution from the student

Student Name		
Nature of Excursion	<input type="checkbox"/> School Trip <input type="checkbox"/> Sleepover in the home of a family who is not an LRSD Homestay Family <input type="checkbox"/> Independent travel <input type="checkbox"/> Travel with Homestay Family <input type="checkbox"/> Other (please specify):	
Destination		
Name and contact phone number for adult responsible for student while travelling	Name: Phone:	
Names of other LRSD students travelling, if any		
Contact information for the location student will be staying	<input type="checkbox"/> Hotel <input type="checkbox"/> Private Home	Name: Address: Phone:
Activity Dates	Departure:	Return:
Method of Travel (Include flight numbers)		

Authorization of Parent or Legal Guardian

I hereby give my permission for the student above to participate in the activity as stated above. I assume responsibility for such activity and, together with the student, we waive, release, and absolve and agree to indemnify and save harmless LRSD and their respective directors, trustees, employees, representatives, agents, consultants, and independent service providers (including but not limited to any transportation service providers) from all liability for all actions, losses, damages, and expenses (including, without limitation, the loss, damage or theft of money or property), personal injuries or deaths, however caused. I understand students who wish to travel while participating in the Louis Riel School Division International Student Program must provide written permission of their biological parents/legal guardians. Unauthorized travel by a student is not permitted.

Name _____ Signature _____ Date _____

Received by International Student Program Representative Initial _____ Date _____

Student Request for Leave from School

Name _____ Grade _____

Dates of Leave _____ to _____ 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, including potential 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's responsibility to ensure I have all the 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.

Student's Signature _____ Date _____

Biological Parent/Legal Guardian Name _____

Biological Parent/Legal Guardian Signature: _____

Administrator's Signature: _____