

Administrative Procedure 260 – Appendix A

Appendix A - STUDENT EXCURSIONS APPROVING AUTHORITIES

All excursions require prior written approval from the designated authority as indicated in the following charts.

DURATION	DESTINATION	APPROVING AUTHORITY	DEADLINE FOR REQUEST FOR APPROVAL IN PRINCIPLE	DEADLINE FOR REQUEST FOR FINAL APPROVAL
3 school days or less	Within Alberta	Principal	Determined at School	Determined at School and filed with Associate Superintendent-Learning Services
3 school days or less	Outside Alberta but within Canada	Associate Superintendent-Learning Services	Submitted minimum 6 months prior to proposed date of departure	Submitted 1 month prior to date of departure and filed with the Board
More than 3 school days	Within Alberta	Associate Superintendent-Learning Services	Submitted minimum 3 months prior to proposed date of departure	Submitted 1 month prior to date of departure and filed with the Board
More than 3 school days	Outside Alberta but within Canada	Board	Submitted minimum 6 months prior to proposed date of departure	Submitted 3 months prior to date of departure
Any length of time	Outside Canada	Board	Submitted minimum 10 months prior to proposed date of departure	Submitted 3 months prior to date of departure

It should be understood that longer duration (with its potential impact on instructional time) and/or greater distance (with its potential impact on associated risks) will require increased evidence of alignment with curricular objectives.

Exceptions to the deadlines may occur at the discretion of the approving authority.