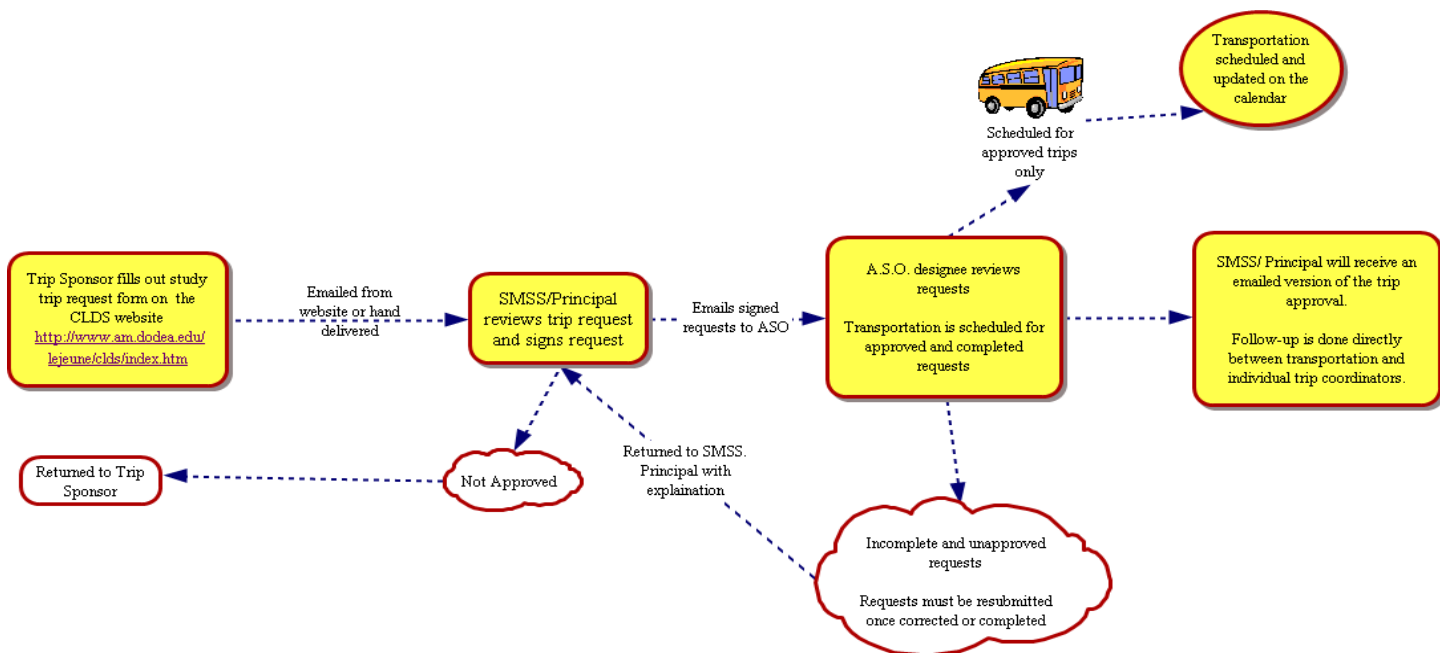


Study Trip Request Process



Step 1. Trip sponsor fills out study trip request form on the CLDS website
<http://www.am.dodea.edu/lejeune/clds/index.htm>

Step 2. Principal or designee reviews trip request and determines if the study trip meets the following criteria

Outcome A. Not Approved- Request returned to trip sponsor- No further action is taken.

Outcome B. Approved- Principal or Designee signs off on trip and the request is submitted to ASO designee.

Step 3. A.S.O. designee reviews requests for completion

Outcome A. Incomplete/ Inaccurate information- Request is returned to the Principal or AO with an explanation of what must be included to continue processing.

Outcome B. Completed applications are processed and submitted to transportation. Once transportation is confirmed, the processed paperwork is emailed to the principal or AO.

Step 4. Transportation schedules the trip and enters the trip information on the public transportation calendar.

Once the trip has been scheduled, follow-up is done directly between transportation and individual trip coordinators. Access to the trip calendar will verify transportation arrangements.