



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3125.2 STUDENT TRAVEL – PERMISSION, RELEASE, AND WAIVER FORM

This procedure is applicable to all colleges/campuses. It pertains only to waivers, releases and permission documents which are required when transporting students or when supervising students off the premises of the District. Additional requirements concerning student travel are applicable as enumerated in District policies and procedures, as well as state and federal law.

1. IMPLEMENTATION

- a. All students who are authorized to travel in accordance with *Policy 3125, Transportation of Students*, must complete the *Student Travel, Permission/ Release/Waiver* form, in advance, to travel.
- b. The District supervising employee shall:
 1. Assure that the appropriate forms, as specified in 1.a are completed for each travel.
 2. Completed forms should be sent to the responsible dean.
- c. Minor students (under 18 years of age) must also complete a *Minor (Under 18) Student Travel Permission/Release/Waiver* form.
- d. Responsible dean shall establish and maintain a file of completed forms. Forms should be maintained for one year following the event.

Forms/References:

1. Attachments to this procedure, SDCCD Forms 3125.2, [Student, Travel-Permission, Release and Waiver](#) and [Minor \(Under 18\) Student Travel Permission/Release Waiver](#).

Approved by
the Chancellor: February 2, 2012

Supersedes: Procedure 3125.2 – 10/14/98