

Travel Notification Form

Due to the health risks associated with exposure to Coronavirus (COVID-19), the Carman-Ainsworth Community School District is taking measures to keep students and staff safe.

As part of this effort, we are requiring all personnel, Carman-Ainsworth, GECS, and other third-party employed individuals working for Carman-Ainsworth Community School District programs to report any travel outside of Michigan. For travel beginning March 25, 2020 **and moving forward**, you must complete this travel notification form and submit it to Human Resources prior to your date of departure. **The notification form is mandatory.** Failure to submit the form prior to **March 27 for spring break travel, or prior to the travel date after spring break**, will result in corrective action up to and including termination.

Thank you for your cooperation and commitment to the health of our school community.

Employee Information

Name (First and Last):

E-mail Address:

Cell Phone Number:

Position Title:

Department/Location:

Date Leaving Michigan:

Date of planned return to Michigan:

Destination(s) – Please be sure to include all areas of travel (cities, states, and countries):

How are you traveling (Air, Bus, Car, Train) list all that apply.

Are you traveling on a cruise (Yes or No):

Are other household members traveling with you (Yes or No):

Are any household members traveling outside Michigan, without you? (Yes or No)

Planned dates of travel: _____.

How are they traveling (Air, Bus, Car, Train) list all that apply.

Are they traveling on a cruise (Yes or No):

List areas household members are traveling:

Please return this form to:

Russ Parks, Assistant Superintendent

rparks@carmanainsworth.org