

HISD TRAVEL REPORTING FORM

1. Last Name	2. First Name	3. Employee/Student ID
4. Name of School/Department:		
5. District Affiliation: Student Staff Parent/Guardian		
6. E-mail Address:	7. Phone Number:	
8. Are you planning to travel or did you travel during Spring Break? Yes No If yes where:		
9. Is your travel for personal reasons or part of a district business/district-sponsored trip? Personal District Business/District-Sponsored Trip N/A		
10. If you have traveled outside the United States, please specify where: Mainland China Iran Europe South Korea Japan Cruise Other, please specify:		
11. Please describe your travel plans. Include U.S. departure and U.S. arrival dates, as well as all cities and countries you visited during your trip.		
12. Are you aware that you must self-quarantine for 14 days prior to returning to HISD if you have traveled to China, Europe, Italy, South Korea, Japan or any other country determined to be a Level 2 or Level 3 by the CDC? Yes No		
13. You must notify HISD after the 14 day self-quarantine before you return to campus by sending an email to TravelHealthServices@HoustonISD.org , and you must receive written approval to return to campus. Initial here to confirm your understanding:		

PARENT/GUARDIAN ONLY:

14. Last Name:	15. First Name:	16. Relationship:
17. Phone Number:	18. E-mail Address:	

HISD EMPLOYEES ONLY: IDENTIFY YOUR HISD SUPERVISOR

19. Department:		
20. Last Name:	21. First Name:	22. Title:
23. Phone Number:	24. E-mail Address:	

Signature:

Date:

All forms due no later than Friday, March 27, 2020.

Completed forms should be emailed to TravelHealthServices@HoustonISD.org or turned in to the student's school or employee's supervisor.