

Contact Name & Phone # _____

HOUSTON INDEPENDENT SCHOOL DISTRICT
SPONSOR'S REQUEST FOR APPROVAL OF FIELD TRIP
(To be completed by Sponsor and Submitted to Principal for Processing)

REQUEST FOR PERMISSION FOR _____
(Name of School to take Field Trip)

GROUP OR CLASS* _____

TEACHER(S) _____

PLACE TO BE VISITED _____
(Give physical address)

PURPOSE OF VISIT/SPECIFIC LEARNING _____
ACTIVITIES (Attach Field Lesson Plan)

DAY(S) OF VISIT _____ DATE(S) OF VISIT _____

DEPARTURE TIME _____ RETURN TIME _____ SCHOOL TIME REQUIRED _____

NUMBER OF STUDENTS* _____ MINIMUM NUMBER OF CHAPERONES REQUIRED _____
Ratios: Secondary Schools 12 to 1

CHAPERONES _____
(Title, First Name, and Last Names)

COST TO STUDENTS _____

TYPE OF TRANSPORTATION HISD Bus Private Vehicle Rental Vehicle

Transportation specifics **Pickup Location at Westbury HS:** _____

**Students must be eligible to participate in extracurricular activities and be passing all subjects.*

NOTE: *Overnight, out-of-town/district or out-of-country trips must attach the following:*

- Accounting Statement
- Itinerary Details
- Medical Release Forms
- List of students with verification that student are eligible to participate on this field trip.
- Parent Approval Forms with signatures.
- Release of Liability Form
- Transportation Liability Proof, if applicable

I have read Board Policies and Administrative Procedures Section 425.00 and subsections pertaining to student trips; this trip will be conducted in accordance with the established basic guidelines and any additional requirements developed at the individual school level.

Signed: _____ Date: _____
Sponsor's Signature

Signed: _____ Date: _____
Principal's Signature

APPROVAL:

Signed: _____ Date: _____
School Support Officer's Signature

Signed: _____ Date: _____
Assistant Superintendent's Signature (if applicable)

Signed: _____ Date: _____
Chief of Schools' Signature (if applicable)

Signed: _____ Date: _____
Superintendent's Signature (if applicable)