

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 _____
School to take a Field Trip.

Group or Class _____

Teacher _____

Place to be visited _____

Purpose of visit/specific learning activities _____

Date(s) of visit _____ School time required _____

Departure time _____ Return time _____

Number of Students _____ Minimum number of chaperones required _____

Chaperones _____

Cost to students _____

Type of transportation _____

Include itinerary and other details for overnight trips.

NOTE:

- A. Students must be eligible to participate in extracurricular activities and be passing all subjects.
- B. Include a list of students going on field trip with verification that students are eligible to participate on this field trip.

I have read Board Policy FM(LOCAL), Student Activities, and Standard Practice Memorandum 6602, Student Trips; Guidelines Regarding, pertaining to student trips. This trip will be conducted in accordance with established basic guidelines and any additional requirements developed at the individual school level.

Signed: _____

Sponsor

Date: _____

Signed: _____

Principal

Date: _____

APPROVAL:

Signed: _____

Immediate Supervisor

Date: _____

Signed _____

Superintendent (if required)

Date: _____