

**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 Policies and Administrative Procedures Section 425.000 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

Signed: _____ Date: _____
Principal

APPROVAL:

Signed: _____ Date: _____
Immediate Supervisor

Signed: _____ Date: _____
Superintendent (if required)