



TRADITION . PRIDE . PURPOSE

**FIELD TRIP APPROVAL FORM**

**Field Trip Philosophy:** MISD administrative policy encourages field trips that enhance the regular school curriculum, including co- and extra-curricular activities. All field trips should be an extension of student learning and student performance.

Please complete the form at least **15 school days** before the departure date. Submit first to the campus principal who will forward to the superintendent for approval before beginning communications concerning a field trip. The form will be returned to the principal who will inform the teacher that approval is secured, at that time, the teacher may fill out a transportation request. A teacher may complete forms for all trips early in the school year.

1. Teacher/Sponsor\_\_\_\_\_
2. Grade level/organization\_\_\_\_\_
3. Date of request submission\_\_\_\_\_
4. Date of trip\_\_\_\_\_
5. Time of departure/and return\_\_\_\_\_
6. Where is event being held\_\_\_\_\_
7. Number of students\_\_\_\_\_
8. Number of Adults\_\_\_\_\_
9. How does the trip impact student performance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL**\_\_\_\_\_

**REJECTION**\_\_\_\_\_

\_\_\_\_\_  
Campus Principal

\_\_\_\_\_  
Superintendent

**\*If traveling outside the state of Texas please complete the "Out of State Field Trip Approval Form"**