

Return this field trip and transportation bus request to the office at least two (2) weeks prior to the date of the trip.

Campus: _____ Date: _____

IMPORTANT NOTICE — State Assessment Season

Field trips during state assessment seasons (STAAR, EOC, and other state-mandated testing windows) should be avoided whenever possible. Requests within an active assessment window will be reviewed and approved on a case-by-case basis. Sponsors should consult the district assessment calendar before submitting this form.

PROPOSED TRIP INFORMATION

Date: _____ Destination: _____

Purpose of this trip: (Please attach itinerary)

Does this trip conflict with or happen during a week of any scheduled state assessments or other campus testing dates?

☐ Yes ☐ No

If yes, which assessment(s)? _____

Who will accompany the students? _____

Phone #: _____ Cell Phone #: _____

Total Attending: _____ # of Students: _____ # of Adults: _____

Sponsor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

FUNDS

Are there associated costs? ☐ Yes ☐ No

If yes, a PO/Payment Request form must be submitted upon field trip approval.

BUS INFORMATION

Bus required? ☐ Yes ☐ No If yes, a Transportation Request Form must be attached.

Itinerary Attached? ☐ Yes ☐ No