

Westside HS Field Trip Guidelines and Procedures

- Do not submit Field Trip applications in Laserfiche. Sponsors are required to **submit signed hard copies of the forms listed below to Mrs. Tran by the submission deadlines indicated in red.** Use this [Field Trip Check List](#) as a guide.
- All forms should be in the sponsor's possession during the trip, including permission forms and medical releases with parent signatures.
- Non-employee chaperones must be VIPS-registered and pass a background check ([VIPS Volunteer Orientation Training | Review 360](#)). It is the sponsor's responsibility to provide names to the school secretary and verify chaperones are cleared.

Local Field Trips

(depart and arrive during one school day)

Trips are considered local if they fall within Harris County and adjacent counties (*Liberty, Chambers, Galveston, Brazoria, Fort Bend, Waller, Grimes, and Montgomery*). The campus or the central office can organize local trips.

Signed paperwork due to Mrs. Tran at least 35 days in advance of trip:

1. [Parent Permission Form \(English\) ; Parent Permission Form \(Spanish\)](#)
2. [Medical Release Form\(English & Spanish\)](#)
3. [Chaperone List](#)
4. [Instructional Objective](#)
5. [Transportation Request](#)

Optional UIL, Pre-season & other Tournaments & Competitions

(not overnight)

1. [Parent Permission Form \(English\) ; Parent Permission Form \(Spanish\)](#)
2. [Medical Release Form\(English & Spanish\)](#)
3. [Chaperone Lists](#)
4. [Athletics Eligibility verification form](#) ; or non-athletic [List of students and verified eligibility](#)
5. [Itinerary Example](#)
6. [Transportation Request](#)

Out-of-District Trips

(Trips that go beyond adjacent counties)

Signed paperwork due to Mrs. Tran at least 35 days in advance of trip:

1. [Parent Permission Form \(English\) ; Parent Permission Form \(Spanish\)](#)
2. [Medical Release Form\(English & Spanish\)](#)

3. [Chaperone List](#)
4. [Pre-planning Memo Template](#)
5. [Itinerary Example](#)
6. Name & address of closest hospital in case of emergency
7. [Instructional Objective](#)
8. [Transportation Request](#)

Overnight

(Includes one overnight)

Overnight: In or out of the district.

Signed paperwork due to Mrs. Tran at least 50 days in advance of trip:

1. [Parent Permission Form \(English\) ; Parent Permission Form \(Spanish\)](#)
2. [Medical Release Form\(English & Spanish\)](#)
3. [Chaperone List](#)
4. [Pre-planning Memo Template](#)
5. [Itinerary Example](#)
6. Name & address of closest hospital in case of emergency
7. [Instructional Objective](#)
8. [Transportation Request](#)

Extended Overnight Trips

(2+ nights)

In or out of the district. No more than three days out of instruction.

Students must meet all required criteria, including at least 90% attendance, satisfactory discipline, and passing grades in all classes. Sponsors will be required to re-submit student information to Mrs. Tran two weeks prior to the trip.

Signed paperwork due to Mrs. Tran at least 50 days in advance of trip:

1. [Parent Permission Form \(English\); Parent Permission Form \(Spanish\)](#)
2. [Medical Release Form\(English & Spanish\)](#)
3. [Chaperone List](#)
4. [Pre-planning Memo Template](#)
5. [Field Lesson Implementation Plan](#)
6. [Itinerary Example](#)
7. [List of students and verified eligibility](#)
8. Name and address of closest hospital in case of emergency
9. [Instructional Objective](#)
10. [Transportation Request](#)

International Trips

Sponsors will be required to re-submit student information to Mrs. Tran two weeks prior to the trip.

Signed paperwork due to Mrs. Tran at least 125 days in advance of trip:

1. [Parent Permission Form \(English\); Parent Permission Form \(Spanish\)](#)
2. [Medical Release Form\(English & Spanish\)](#)
3. [Chaperone List](#)
4. Check country: Allowed only to countries with favorable [U.S. travel advisories](#)
5. Embassy information for area of travel
6. Name and address of closest hospital in case of emergency
7. [Pre-planning Memo Template](#)
8. [Field Lesson Implementation Plan](#)
9. [Itinerary Example](#)
10. [List of students and verified eligibility](#)
11. [Release of Liability for travel outside the US form](#)
12. [Instructional Objective](#)
13. [Transportation Request](#)

Important Information Continued on Next Page

General Information

Approval Process

Step 1. Submit hard copies of all completed and signed documents to Mrs. Tran by the required deadline. Mrs. Tran will send the application on for review and approval.

Sponsors: Do not submit forms in Laserfiche.

Step 2: Sponsors will receive notification from the Main Office regarding approval status.

Approval Flow

Approval Flow						
	Initiator	Approval 1	Approval 2	Approval 3	Approval 4	Approval 5
Local 30-day lead time	Sponsor	Principal	SrED			
Out-of-District 30-day lead time	Sponsor	Principal	SrED	Division Chief		
Overnight 45-day lead time	Sponsor	Principal	SrED	Division Chief		
Overnight (2+ Nights) 45-day lead time	Sponsor	Principal	SrED	Division Chief	Chief of Schools	Superintendent
Out of State 45-day lead time	Sponsor	Principal	SrED	Division Chief	Chief of Schools	Superintendent
International 120-day lead time	Sponsor	Principal	SrED	Division Chief	Chief of Schools	Superintendent

Approvers should approve within two business days. Trips not submitted within the established lead time will not be approved.

Funding Field Trips

All field trips must be completely free to students and families. No student or family should be required to pay any fee to participate in a school-sponsored field trip.

Approved funding sources include:

- School or campus budget allocations
- Approved fundraising activities
- Voluntary donations from families or community

It is essential that no mandatory fees are charged to families. Fundraising efforts must receive prior approval, and any donations collected must remain strictly voluntary. Equitable access for all students is the guiding principle behind this policy.

Field Trip Restriction Summary

No Trips Exceeding Three Instructional Days

No field trip may remove students from instruction for more than three school days. Extended overnight trips or multi-destination trips that exceed this limit will not receive approval under any circumstances.

No Trips During Blackout Dates or Assessments

Field trips are strictly prohibited during district assessment windows and designated blackout dates. Trips submitted during these periods will not be approved. Check the academic calendar before scheduling.

High School Blackout Dates

Grade	Test	Dates
9-12	NWEA MAP BOY	August 18 - 21, 2026
	NWEA MAP MOY	January 25 - 29, 2027
	NWEA MAP EOY	May 17 - 21, 2027

Subject	Test	Dates
English I	STAAR EOC	December 1, 2026
English II		December 1, 2026
US History		December 2, 2026
Algebra I		December 3, 2026
Biology		December 4, 2026
English I	STAAR EOC	April 8, 2027
English II		April 13, 2027
US History		April 13, 2027
Biology		April 21, 2027
Algebra 1		April 27, 2027

Grade	Test	Dates
12	Semester 2 Final Exams	May 13 - 19, 2027
9-11	Semester 2 Final Exams	May 24 - 27, 2027