



TRADITION . PRIDE . PURPOSE

OUT OF STATE 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 **6 - 12 months** 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
Teacher/Sponsor (2minimum same sex)_____

1. Grade level/organization_____
2. Date of request submission_____
3. Date of trip_____
4. Date for School Board to give approval_____
5. Means of transportation_____
6. Date &Time of departure_____
7. Date &Time of return_____
8. Number of students_____
9. Number of Adults (1-10 ration)_____
10. How does the trip impact student attendance_____
11. Does the trip effect any student athlete in a negative manner from UIL guidelines_____
12. Date of parent meeting_____
13. If a student is returned for disciplinary purposes it will be at the parents' expense.
14. Total cost of trip per person_____
15. Refund date_____
16. If additional money is needed how will that be raised_____
17. Attach ALL "Fundraiser Approval Form"_____
18. Attach Itinerary showing dates and times of ALL events and activities_____
19. Date that contract with organizations or event authorization has to be signed by Superintendent_____

Campus Principal

Superintendent

Athletic Director

Approval_____ Rejection_____