HISD OUT OF STATE TRAVEL PROCEDURES

Date of Request: 10-20-26

Include supporting documentation (use reverse side if necessary). Submit all materials to the Principal a minimum of 45 days prior to the field trip.

Name of Class/Group: 1st grade - North Elementary

Destination(s): Sci-Port

Brief Description of the Educational Learning Experience:

Learning through power of play interactive programs and Planetarium

Date of Trip: April 29th

What is the total number of days students will be absent from school? 1

Number of students involved: 110 Number of chaperones: 20 ish

Number of HISD staff who will be absent from school: 11

Who will pay for substitute? — Funding source: Students

Attach a sample permission form to be signed by parent/guardian.

- Please attach a list of the names of all students and chaperones attending this trip.
- Please attach an itinerary and breakdown of the estimated costs.

Alyson Tate
Requesting Teacher's Signature

Randi Morrison
Principal's Signature

Superintendent's Signature of Approval

Board President's Signature