



HISD OUT OF STATE TRAVEL PROCEDURES



Date of Request: 1/22/25

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

Educator or Group: Visual Art Juniors + Seniors

Destination(s): Savannah College of Art and Design, Savannah, GA

Brief Description of the Educational Learning Experience:

** see attached*

Travel Dates: 3/22-3/25

What is the total number of days staff will be absent from school? 2 days

Number of HISD staff who will be absent from school: 2 teachers

Jennifer Embree

Requesting Teacher's Signature

James [unclear]

Principal's Signature

[Signature]

Superintendent's Signature of Approval

Board President's Signature

Description of Educational Learning Experience:

*Savannah College of Art and Design (Savannah, GA)
-Top university for creative careers in the country

*University is paying for hotel accommodations and meals for 10 students, 2 teachers

*Students will have 2 days of planned activities and tours at the university

*Students will get a first hand experience touring state of the art facilities and meeting working professionals in fields of study such as advertising and branding, animation, user experience research and design, immersive reality and countless more careers