



**Harleton**  
Independent School District

**Jay Ratcliff**  
Superintendent

**HARLETON ISD  
FIELD TRIP REQUEST FORM**

Employee Requesting: Gwen Wright

Class or Organization Attending: Jr./Sr. Level Rocketry

Location of Trip: Stonewall, Texas

Purpose of the Trip: Rocket Launch

Date Leaving: 4/30/25 (Wed.)

Time Leaving: 7:30 a.m.

Date Returning: 5/2/25 (Fri.)

Time Returning: 7:00 p.m.

Approximate Number of Students Attending: 9

Number of Chaperones/Teachers: 2

Number of Buses: \_\_\_\_\_

Chaperone/Teacher Names: \_\_\_\_\_

Bus Drivers: \_\_\_\_\_

Gwen Wright

2 Vans

Rochelle Jones

Estimated Cost per Student \$ 130.00

Student or School Funded School

If School Funded, Account Code: \_\_\_\_\_

Purchase Order Entered: \_\_\_\_\_

Transportation Request Emailed: Yes 3/20/25

Purchase Order Amount: \_\_\_\_\_

Deposit Required: \$ \_\_\_\_\_ Credit Card or Check: \_\_\_\_\_

Paid: \_\_\_\_\_ Bal. Due: \_\_\_\_\_

Additional Information: Jr. Level Rocketry students have designed and fabricated a rocket to loft a one pound payload to an apogee of one mile. Sr. Level Rocketry students have designed and fabricated a rocket to break the sound barrier while staying under 13,000 ft.

Principal's Signature: [Signature]

Date: 3/26/25

Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL**

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_