



Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Edward Perez

Class or Organization Attending: Athletics-Golf

Location of Trip: Jacksonville, TX

Purpose of the Trip: Regional Golf

Date Leaving: 4.13.25 Time Leaving: 12:00 pm

Date Returning: 4.17.25 Time Returning: 8:00 pm

Approximate Number of Students Attending: 7

Number of Chaperones/Teachers: 2

Number of Buses: 2 Vans

Chaperone/Teacher Names: _____

Bus Drivers: _____

Shannon Hearron

Edward Perez

Estimated Cost per Student \$ _____

Student or School Funded _____

If School Funded, Account Code: _____

Purchase Order Entered: _____

Transportation Request Emailed: _____

Purchase Order Amount: _____

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

Paid: _____ Bal. Due: _____

Additional Information: _____

Principal's Signature: [Signature] Date: 4/10/25

Superintendent's Signature: [Signature] Date: 4/10/25

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____