



Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Gary Parrish

Class or Organization Attending: Wildcat/Lady Wildcat Track & Field

Location of Trip: Palestine, TX

Purpose of the Trip: Regional Track Meet

Date Leaving: 4/18/25

Time Leaving: 6 am

Date Returning: 4/19/25

Time Returning: 8 pm

Approximate Number of Students Attending: 18

Number of Chaperones/Teachers: 6

Number of Buses: 1

Chaperone/Teacher Names: _____

Bus Drivers: 1

Shannon Burks

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: _____

Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____



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Board Approval: **Yes** _____ **No** _____ **Date:** _____