Terrell Independent School District
Overnight Trip Approval Form

Group Requesting Trip: EF Tours Group (THS Students)

Dates of Planned Trip: 7th - 15th of July 2027

Destination of Trip: Japan - Tokyo and other locations

Purpose of Trip: Cultural out of country experience for students and parents. This will provide new context for students understanding of history, culture, science, and literature.

Teacher/Sponsor Signature: _____ Date: 4/08/2026

****

Principal: _____ Approved Not Approved

Date 4/8/26

****

Superintendent or Designee: _____ Approved Not Approved

Date _____

Terrell ISD Student Overnight Stay Policy

The following procedures must be in place before students and sponsors are allowed to take overnight trips.

1. Trip must be approved by campus Principal and Superintendent or designee. Out of state trips must be approved by the Board of Trustees.

2. Sponsors for supervision must be school employees, who may be accompanied and assisted by parents.

3. The following items must be presented to the campus Principal prior to leaving:
   a. Schedule and itinerary for entire trip.
      - Times of events
      - Location of motel/hotel – information should include a list of room assignments. When reserving rooms emphasis should be placed on having boys and girls on different floors.
      - Phone number of motel/hotel.
      - Flight information if applicable

   b. List of students, sponsors and chaperones going on trip.

   c. Eligibility roster.

   d. Schedule and itinerary to parents.

   e. Permission slips signed by parents, including emergency contact numbers.

   f. Copy of any pertinent information that is given to students.