



Harleton
Independent School District

Jay Ratcliff
Superintendent

COPY

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Gary Parrish

Class or Organization Attending: Girls Powerlifting

Location of Trip: Commerce, TX

Purpose of the Trip: Girls Regional Meet

Date Leaving: 2/27/25

Time Leaving: 12:00 pm

Date Returning: 3/1/25

Time Returning: 12:00 pm

Approximate Number of Students Attending: 10

Number of Chaperones/Teachers: 3

Number of Buses: 2

Chaperone/Teacher Names: _____

Bus Drivers: 2

Parrish, Osborn, Cochran

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: We are using both vans

Principal's Signature: *Crystal Bruce* Date: _____

Superintendent's Signature: *[Signature]* Date: 2/26/25

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____



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**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Edward Pérez

Class or Organization Attending: Golf

Location of Trip: Greenwood, LA Crooked Hallow Golf Course

Purpose of the Trip: Golf Tournament

Date Leaving: 3.3.25

Time Leaving: 6:00 AM

Date Returning: 3.3.25

Time Returning: 6:00 pm.

Approximate Number of Students Attending: 20

Number of Chaperones/Teachers: 1

Number of Buses: 1

Chaperone/Teacher Names: _____

Bus Drivers: 1

Edward Pérez

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: _____ Date: _____

Superintendent's Signature: [Signature] Date: 2/26/25

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____