



HISD OUT OF STATE TRAVEL PROCEDURES



Date of Request: 09.15.25

Include supporting documentation (use reverse side if necessary). Submit all materials to the Principal a minimum of 45 days prior to the field trip.

Name of Class/Group:

4th Grade

Destination(s):

Sci- Port, Shreveport LA

Brief Description of the Educational Learning Experience:

Hands-on, interactive learning; STEAM activities; encourages critical thinking; teamwork

Date of Trip: 12.11.25

What is the total number of days students will be absent from school? 1

Number of students involved: 150

Number of chaperones: 11
(teachers, parents, 1 Admin)

Attach a sample permission form to be signed by parent/guardian.

- ◆ Please attach a list of the names of all students and chaperones attending this trip.
- ◆ Please attach an itinerary and breakdown of the estimated costs.

Courtney Holloway
Requesting Teacher's Signature

Andrea Brandon
Principal's Signature

Superintendent's Signature of Approval

Board President's Signature

Sci-Port Field Trip Confirmation

Thank you for choosing a science adventure to Sci-Port Discovery Center! This document is only to confirm we have received and inputted your reservation. It does NOT guarantee your selection of programs and it is possible your final itinerary may differ.

Please email our Education Manager, Lou Papai, at lpapai@sciport.org on the week of your visit to receive your itinerary.

School/Organization name Hallsville West Elementary

Date and Arrival Time: Thursday, Dec 11, 2025 10:00 AM - 10:30 AM

Departure Time: 01:30 PM

Contact Name Courtney Hollon

Contact Email chollon@hisd.com

Contact Email chollon@hisd.com

Contact Phone Number (903) 736-9894

of Students: 150 **# of Teachers:** 17

Grade levels of the group 4th

General Admission? General Admissions and/or PoP Children's Museum

Program: Weather Works **Planetarium Program:** Decline

Adventures: Decline

IMAX Choice(s): Antarctica (K-8th); Dec. 3, 2025 - Feb. 27, 2026,
Blue Angels (1st-12th) - MUST HAVE 100+ students,
Superpower Dogs (Pk-8th) - MUST HAVE 100+ students

Lunch Option: We are bringing our own lunches to Sci-Port

Payment Policies:

To qualify for the group rate, payment must be made in a single transaction for the entire group. We accept the following payment methods:

- **Credit/Debit Cards** (preferred): Visa, MasterCard, American Express, and Discover
- **Cash**
 - PLEASE have your money counted and ready before coming to the Visitor Services desk for check in. Especially if you have any loose change - have it counted and ready. You may not be the only group checking in and it creates a backup in processing all groups and chaperones arriving that day.
- **Checks**
 - Please make it out to "Red River STEM".
 - Any invoiced count for Students, Teachers/School Staff, and Chaperones (if applicable) MUST be finalized by the designated school representative a minimum of 7-days before your field trip date.
 - Once the 7-day deadline has passed, no changes to your invoiced numbers or balance due will be permitted. We cannot issue refunds on checks that are over the cost of your field trip. Please ensure checks are written for the exact amount. If a check exceeds the required amount, the overage will be considered a donation to Sci-Port.