

Pasadena Independent School District

REQUEST FOR AN OUT OF DISTRICT and/or IN STATE TRIP

**“All students must be eligible to participate
unless the trip occurs during a school holiday of a full calendar week or more
[ex. December holidays, Spring Break]”**

**MUST BE SUBMITTED FOR APPROVAL TO THE OFFICE OF YOUR
ASSOCIATE SUPERINTENDENT OF CAMPUS DEVELOPMENT
AT LEAST THREE WEEKS PRIOR TO THE TRIP!**

1. School _____ Name of Group _____
2. Teacher (s) _____ Dates (s) _____
3. Destination _____ Time _____
4. Purpose of Trip

5. Number going (ratio 1:10): Students _____ Chaperones _____
Water Activity Trip (ratio 1:5)
6. Complete itinerary attached for overnight trips _____
7. Type of transportation to be used – students are not to drive: _____
_____ To be paid from school budget _____ To be paid from _____ budget
(activity accounts, booster club, etc).
8. Names of teachers/chaperones for car, van, bus: _____

9. Cost per student _____
10. Source of money _____ District allocated funds _____ Activity _____ Assessment of students
11. If applicable, give details of fund raiser (there can never be any personal solicitation of money from the business community, service clubs, nor advertising sold for programs, etc.)

Once approval is received from your ASCD, complete the check list below.

- _____ Formal request to be absent from school on trip date (s)
- _____ Bus Requisition. **MUST BE SUBMITTED TWO WEEKS PRIOR TO TRIP**
(May not submit without record of approval of your ASCD)
- _____ Attach complete list of students to APPROVED request to be placed in campus file
- _____ Secure parent/guardian signature on “Field Trip Consent/Medical Release Form” from
Each student going on trip – **SPONSORS MUST TAKE COPY OF THIS SIGNED
FORM FOR EACH STUDENT WITH THEM ON THE TRIP.**

Administrator going on trip

Principal's Signature

_____ Approved Date _____

ASCD's Signature

Date

_____ Approved _____ Not Approved

If approval is given, all School Board Policy and Administrative Procedures must be followed.
Send all three copies to your ASCD's office. Yellow copy will be forwarded to office
paying transportation costs – pink will be returned to requesting sponsor.

Rev. 6/10/09