

## **LISD FIELD TRIP/STUDENT TRAVEL**

Definition: A field trip is considered school sponsored if it involves LISD students represented as a class, grade level, club or organization.

### Types of Field Trip/Student Travel and Administrative Approval Required

- In Town – Requires Principal Approval
- In State – Day Trip or Overnight – Requires Principal and/or Director Approval
- Out of State – Requires Principal AND Superintendent Approval
- Extra-Curricular/Co-Curricular – Requires Principal and/or Director Approval

Director, sponsor or teacher should submit request in writing well within a reasonable time for approval. Written request may be in the form of an email. Request should provide the following information:

- Type of Field Trip/Student Travel
- Date(s)
- Destination
- Purpose of Trip
- Group, Club, Organization, Class, Grade Level of Students
- Approximate Number of Students
- Sponsors, Teachers, Chaperones
- Funding and/or Expense
- Mode of Transportation

Approval can be in the form of a reply email with name of approver.

## Field Trip/Student Travel Check List

*To be completed and submitted by teacher/sponsor in charge of trip.*

Field Trip/Student Travel Destination \_\_\_\_\_

Dates(s) \_\_\_\_\_

Sponsor/Teacher \_\_\_\_\_

- \_\_\_\_\_ Administrative approval (attach copy)
- \_\_\_\_\_ Submit copy of itinerary to campus office (attach copy)
- \_\_\_\_\_ List of students and sponsors/chaperones (attach copy)
- \_\_\_\_\_ Notify campus child nutrition department if students will miss lunch
- \_\_\_\_\_ Notify campus office to place travel on campus calendar
- \_\_\_\_\_ Arrange staff/personnel for special needs of medical need students, medications, etc.
- \_\_\_\_\_ Parent permission/release form for travel (sponsor maintains copy)
- \_\_\_\_\_ Sponsor/chaperones mobile contact information to campus office (attach copy)  
Note: Hourly wage employees (para-professionals) may not be used on field trips that exceed the school day without administrative approval.
- \_\_\_\_\_ Transportation arrangements
- \_\_\_\_\_ Review the district's Travel and Purchasing Procedures for forms and processes

Return this form to campus office prior to travel date.

\_\_\_\_\_  
Signature of Sponsor/Teacher

\_\_\_\_\_  
Date

**Lampasas ISD**  
**Field Trip/Student Travel Permission**

Field Trip/Student Travel Destination: \_\_\_\_\_  
To Be Filled in by Sponsor/Teacher

Date of Field Trip/Student Travel: \_\_\_\_\_  
To Be Filled in by Sponsor/Teacher

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Contact Number: \_\_\_\_\_

By my signature below, I consent to my child's participation and the transportation necessary to participate in the specified field trip/student travel. I understand that the school district has no liability for any personal injury or death that may occur while my child is participating in the field trip/student travel and that the school district is not responsible for the cost of medical treatment for any injuries that may occur while my child is participating in the field trip/student travel, including emergency care or emergency transportation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date