### Spring ISD Elementary Music Handbook

#### Table of Contents

1. Handbook Overview and General PVA Policies
2. Administrative Paperwork – Routing Cheat Sheet
3. Staff Expectations by Position
4. Fixed Asset Management
5. Concert Preparation
6. Budgeting and Finance Overview
7. Staff and Student Travel General Procedures
8. Student and Staff Travel Forms
9. Bus Requests – SISD Transportation
10. Purchasing Procedures
11. New Vendor Packet (for Businesses)
12. Calendars
Foreward

This handbook is provided as a resource to our PVA staff members and is for internal use only in Spring ISD. All information in this handbook is subject to change with or without notice. Updates during the school year will be provided electronically via email.

All programs must return their handbook to the PVA office by June 1 so we may reuse the materials for the following school year.
Spring ISD PVA Department Staff

Performing and Visual Arts Office
Gordon M. Anderson Leadership Center
16717 Ella Blvd.
Houston, TX  77090
Phone: 281-891-6125; Fax: 281-891-6126

Joe Clark
Director of Performing and Visual Arts
Phone: 281-891-6127
Email: jclark@springisd.org

David Landgrebe
Assistant Director of Performing and Visual Arts
Phone: 281-891-6094
Email: dlandgre@springisd.org

Amanda Byers
Visual Art Coordinator
Phone: 281-891-6125
Email: abyers@springisd.org

Vic Flowers
Middle School Music Support
Phone: 281-891-6125
vicf@springisd.org

Sue Maloy
PVA Department Assistant
Phone: 281-891-6125
Email: slavnika@springisd.org

Norma Rodriguez
PVA Department Clerk
Phone: 281-891-6128
Email: nrodrigu@springisd.org

Last Revised: July 2018
The Spring Way

Preface
The purpose of the Spring ISD Performing and Visual Arts Handbook is to supply a guiding framework of policies and procedural expectations, which align the District and PVA Missions and Visions.

Spring ISD Vision Statement
Spring Independent School District will be a district of choice known for quality academics with innovative and specialized programs that meet the needs of all students in a positive learning environment.

Spring ISD Mission Statement
Spring Independent School District prepares students to be lifelong learners, critical thinkers and responsible citizens who display good character – ready to contribute, compete and lead in today's global society.

Spring ISD Guiding Principles

1. High-quality teaching drives student learning.

2. Literacy is the foundation of academic success.

3. The learning needs of each student must be met.

4. Students learn best in safe environments where school leaders cultivate parent and community partnerships.
Holistic PVA Department Goals

1. Teach the Texas Essential Knowledge and Skills through sequential lessons designed to provide a foundation in fine arts literacy, improvement of technical skills, and nurture artistic development.

2. Provide all students with a standards-based arts experience delivered by teachers who are certified in either performing or visual arts.

3. Increase student engagement and improve the culture and climate in our schools by providing the highest performing and visual arts experiences possible.

4. Foster the development of creativity and self-expression.

5. Develop higher level critical thinking skills, including decision-making, reasoning, and problem solving.

6. Develop leadership, self-discipline, integrity, and personal responsibility in a collaborative and cooperative learning environment.

7. Provide a variety of opportunities for diverse performances, exhibitions, and enrichment activities.

8. Provide opportunities for groups and individuals to attain the highest standards of achievement and recognition in art, dance, music and theatre.
General PVA Department Policies and Procedures

1. Teachers are required to review and abide by the administrative procedures for their campuses.

2. All fine arts programs will comply with the rules and policies of the University Interscholastic League (UIL), the Texas Music Educators Association (TMEA), the Texas Educational Theatre Association (TETA), the Texas Art Education Association (TAEA), the Texas Dance Educators Association (TDEA), the Texas Education Agency (TEA), the State Board of Education (SBOE), and the Spring Independent School District (SISD).

3. Judging, attending college, or working additional jobs outside of the district should not interfere with a teaching assignment.

4. Permission for a teacher to miss school for any reason, including contests and enrichment events, must be obtained in advance from the campus principal.

5. Teachers will attend all Spring ISD in-services, professional development training sessions, district meetings, professional organization meetings, and UIL meetings. Permission to be absent requires permission in advance from the building principal and the office of Performing and Visual Arts.

6. Every program will provide performance opportunities for every student enrolled in the program no less than once per semester.

7. All performing groups at the secondary level will prepare for and attend the Spring ISD Pre-UIL and UIL Contest as appropriate.

8. All teachers are encouraged to visit feeder schools as often as possible without interfering with their own teaching assignment or the campus they are visiting.

9. All campus performances, shows, and art exhibits must have prior approval of the Principal, the guest Principal (if performing on another campus), and the office of Performing and Visual Arts.

10. Students who are academically ineligible are to continue practicing or preparing with the group during rehearsals/class time during the instructional day, but may not participate in extra-curricular competitions or performances. Ineligible students may not be excluded from receiving equitable educational instruction during regular class periods.

11. Teachers will not receive compensations for teaching private lessons to students whom they maintain academic records. Teachers may teach private lessons to students from other schools.

12. All teachers are expected to keep rehearsal rooms, storage rooms, practice rooms, Performing Arts Centers (PAC), offices, and performance areas secure, neat, and orderly. Any damage to a room is to be reported immediately to the building Principal.

13. Each program will have a handbook aligned with the district PVA requirements and policies. This handbook will clearly outline the operations of the program in detail, and
will include student/parent/teacher contracts for instruments, uniforms, attendance, conduct and travel. All signed contracts are to be filed in the teacher’s office.

14. An electronic copy of all principal approved program handbooks is due no later than 4:00pm on the first Friday of September to the Office of Performing and Visual Arts. The Principal’s signature must be present.

15. Any and all PVA resources allocated with the intent of benefiting any Spring ISD students must have prior approval from the Director of PVA. This additional approval does not replace any required approval already in place. PVA resources include but are not limited to PVA General Fund, PVA Campus Fund, Campus Activity Account, Booster Account (regardless of 501(c)3 status), or grants.

16. All Sunday student activities require PVA department and administrative approval. Please submit any Sunday activity requests to the PVA office via email for approval.

17. All performances schedule the evening before a religious holiday require PVA department and administrative approval. Please submit any of these activity requests to the PVA office via email for approval.
General Duties of Every PVA Staff Member

All PVA teachers are responsible for leading and/or assisting with the instructional program at the school(s) where he/she is assigned to teach. The teacher is accountable to the campus principal and the Performing and Visual Arts department in the performance of all assigned duties. These duties include, but are not limited to:

1. Develop, implement, monitor, and maintain progress with group and individual instruction, practices, and performances.

2. Assess student abilities and achievement as related to desired educational goals, objectives, and outcomes; maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes.

3. Implement an instructional program which provides appropriate learning experiences, considering different learning styles and a range of learning curves.

4. Manage the behavior of learners in the instructional setting to ensure the environment is conducive to the learning process; assist and participate in management of student behavior in all parts of the school, during and outside of school hours.

5. Ensure continuous communication with parents/guardians, both written and oral, to keep them informed of student(s) progress.

6. Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.

7. Manage allotted learning time to maximize student achievement.

8. Ensure classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are accessible to students and in good condition.

9. Teachers monitor students for any adverse health effects while they are engaged in strenuous physical exercise or program activities; observe weather conditions and abide by all Spring ISD precautions regarding heat, ozone, and lightening.

10. Monitor and enforce student eligibility criteria for all extracurricular activities.

11. Distribute to all students and parents at the beginning of the school year a calendar of yearly performances, a schedule of all practices during the school year and the program handbook. Retain on file for one year a signed acknowledgment of receipt from students and parents for the performance calendar, practice schedule and handbook.

12. Support and assist feeder programs by attending concerts/shows and offering reasonable assistance to these programs.

13. Ensure standards of professional conduct are maintained.

14. Administer policies and procedures regarding assignment of student awards within the instructional program.

Last Revised: July 2018
15. Issue work order requests of the campus principal for required building service and repairs.

16. Perform other duties as assigned by administration.
Guidelines for Extracurricular and Co-Curricular Activities

1. Extra rehearsals must conform to Spring ISD procedures.

2. Instructors will provide the students with a list of required practices and performances at the beginning of the school year that has been approved by the campus principal and submitted to the Performing and Visual Arts office. This list will include both extracurricular and co-curricular activities.

3. Instructors are responsible to organize all rehearsals/practices occurring outside the academic school day and will open, close, and secure all rehearsal facilities.

4. Instructors will supervise all students at all times. An instructor will remain at the rehearsal or performance site until all students have left the area.

5. Ineligible students may participate in performances under the following conditions:
   A. The rehearsal or performance is an extension of the regular class; and
   B. The activity is required to meet the Texas Essential Knowledge and Skills (TEKS) objectives of the course; and
   C. No admission is charged; and
   D. No competition is involved; and
   E. The activity is held on campus or at a suitable performance venue if one does not exist on campus.

6. Ineligible students may not participate in performances under the following conditions:
   A. There is a competition between schools; or
   B. There is a competition between students; or
   C. Admission is being charged for the performance.

7. The prior approval of the campus principal and the Performing and Visual Arts department must be obtained when students are released from classes to perform for community-sponsored activities.

8. Prior approval of the campus principal must be obtained for any performance to be scheduled the evening before a district or state assessment.
Religious Activities and Holidays

1. Students will be excused from participation in school commitments that are in conflict with their religious activities. Students are excused from attending extracurricular performance and activities for the purpose of observing religious holy days. The student and parents are responsible to inform the program instructor of the conflict well in advance of the upcoming absence.

2. Programs will refrain from scheduling rehearsals and/or performances on religious holidays or the last day of the week before a religious holiday weekend.

Student Awards
All student awards for participation in activities and organizations must meet the criteria set forth in each program’s guidelines, in conjunction with the policies and procedures of the University Interscholastic League (UIL). UIL has stringent guidelines regarding the limitation of student awards. Program instructors are encouraged to discuss the presentation of awards with the PVA office prior to any student receiving the award(s).
# Administrative Paperwork – Routing Cheat Sheet

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Route for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Funds Request</strong></td>
<td>Travel Funded by PVA or District</td>
<td>Instructor, Principal, Schools Office, PVA Office</td>
</tr>
<tr>
<td><strong>Purchase Requisition</strong></td>
<td>Purchase of materials from your PVA budget</td>
<td>Instructor, PVA Office, PVA Admin, Purchasing</td>
</tr>
<tr>
<td><strong>Trip Packets</strong></td>
<td>Field Trip Approval Process</td>
<td>Instructor, Principal, Schools Office, PVA Admin</td>
</tr>
<tr>
<td><strong>Print Shop Request</strong></td>
<td>Printing Materials at the District Print Shop</td>
<td>Instructor, Campus Administrator, PVA Admin, Print Shop</td>
</tr>
<tr>
<td><strong>SISD Transportation Bus Request</strong></td>
<td>Student travel using district transportation</td>
<td>Instructor, Principal, Assistant Director of Performing &amp; Visual Arts, Transportation</td>
</tr>
<tr>
<td><strong>Fund-raising Request</strong></td>
<td>Approval to initiate a fund-raising project</td>
<td>Instructor, Principal, Assistant Superintendent, if needed</td>
</tr>
<tr>
<td><strong>Work Order</strong></td>
<td>Building repair; large equipment transport</td>
<td>Instructor, Principal, Operations, ---</td>
</tr>
<tr>
<td><strong>Facility Set-Up Form</strong></td>
<td>Building use requests; A/C after-hours</td>
<td>Instructor, Principal, Operations, ---</td>
</tr>
<tr>
<td><strong>Handbook Acknowledgment Guidelines</strong></td>
<td>Acknowledgement of policies and procedures for program</td>
<td>Instructor, (maintain within the program), ---, ---</td>
</tr>
<tr>
<td><strong>Medical Release</strong></td>
<td>Medical Information</td>
<td>Instructor, Campus Nurse (as needed), (maintain within the program), ---</td>
</tr>
<tr>
<td><strong>PARENT/STUDENT UIL Marching Band Acknowledgement Form</strong></td>
<td>UIL Requirement</td>
<td>Instructor, (maintain within the program), ---, ---</td>
</tr>
<tr>
<td><strong>Absence From Duty Form</strong></td>
<td>Report absence from duty</td>
<td>Instructor, Campus Administrator, ---, ---</td>
</tr>
<tr>
<td><strong>Out of District Trip Request (Exhibit A)</strong></td>
<td>A trip with students out of the district</td>
<td>Instructor, Principal, Schools Office, PVA Admin</td>
</tr>
<tr>
<td><strong>Regular Season Overnight Trip Request Form (Exhibit B)</strong></td>
<td>An overnight trip with students out of the district</td>
<td>Instructor, Principal, Schools Office, PVA Admin</td>
</tr>
<tr>
<td><strong>District Pay Form (Receipts)</strong></td>
<td>Reimbursement of pre-approved spending. <strong>Must have itemized original receipts.</strong></td>
<td>Instructor (tape receipts, follow directions), Principal, PVA Admin, ---</td>
</tr>
</tbody>
</table>

Last Revised: July 2017
Teacher Expectations
Minimum Duties, Responsibilities and Expectations

Elementary Music Teacher Responsibilities
The Elementary Music Teacher is under the supervision of the campus principal and the Performing and Visual Arts department, and will be responsible for quality instruction of the designated curriculum in music and music-related classes in accordance with objectives and philosophies of the Spring Independent School District.

1. Demonstrate dedication through consistent attendance and promptness in all responsibilities.
2. Provide a quality instructional program, which will be reflected in the preparation of the engaging music lessons while promoting campus and community events as well as other public performances.
3. Be organized, such as providing timely written documents to parents and students, as related to the program and staff, and maintain a clean, positive environment for the students.
4. Maintain a high level of interest and good classroom management.
5. Keep accurate records of all equipment and instructional material and other data as required by the campus principal and the PVA department.
6. Work with feeder school instructors to ensure proper placement of 5th grade students into appropriate middle school music classes.
7. Encourage participation in district-wide events as appropriate, including but not limited to Spring ISD Elementary Orff and Honor Choir.
8. Manage and maintain your PVA budget.
9. Prepare and perform music programs as directed by campus and/or PVA administration.
10. Adhere to all policies and procedures set by the campus principal, PVA department, and Spring ISD.
11. Attend staff meetings as needed to discuss and facilitate consistency in curriculum alignment and vertical articulation.
12. Participate in concerts and other school or community events as recommended or required by the PVA department and/or campus principal.
13. Attend district-wide elementary music teacher meetings as scheduled.
14. Attend all PVA professional development opportunities/clinics.
15. Proactively seek out professional development opportunities.
16. Maintain responsibility for scheduling and maintaining use of campus facilities for rehearsals and performances.
17. Perform other duties as required by the campus principal and the PVA department.
Inventory of Fixed Assets – Non-Instructional Materials

1. PVA staff members are responsible for maintaining an inventory of their instruments, equipment, furniture and uniforms. Staff members must track the names of students and the materials assigned to them. An inventory check of such equipment will be taken at the end of the school year.

2. Any equipment lost or stolen must be reported immediately to the building principal, the Spring ISD Police Department, and the Performing and Visual Arts department.

3. No equipment is to be given away, sold, lent out, or disposed of without approval of the Performing and Visual Arts department.

4. Any instruments or equipment loaned to other campus within the district must have proper transfer forms filed and approved by the Performing and Visual Arts department.

5. Any equipment that is no longer usable will be either transferred to an elementary campus for demonstration purposes or sent to the warehouse for auction. A permanent transfer order must originate from the Performing and Visual Arts department.

6. The Performing and Visual Arts department must approve the removal of all instruments and fixed assets from a music program.

Inventory of Fixed Assets – Instructional Materials

1. Performing and Visual Arts staff members are responsible for maintaining an inventory of their sheet music, music textbooks, and other materials. Staff members must track the names of students and the materials assigned to them.

2. An inventory check of instructional materials will be taken at the end of the school year.

3. Instructional materials may not be given away, sold, lent outside of the district, or disposed of without PVA department approval.
Concert Preparation Checklist

** This sheet was designed for secondary music courses; however, many components are applicable to elementary music performances.

In anticipation of your Concert Season, be sure to have the following information already in place:

   a. Calendar of Activities that includes your anticipated concert dates, times and locations
   b. Consult with your previous year dates, TMEA, UIL and Spring ISD Calendars for the current school year
   c. Share your drafted calendar and consult with your staff and campus administrator, and other potentially conflicting campus activity sponsors
   d. Lock-In your Proofed and Finalized dates with your Accompanist and Campus Activity Calendar Coordinator and Building/Facilities Coordinator, and of course your Custodial Staff
   e. Budget and account for items you may utilize: Music, Accompanist, Rental Fees, etc...

Things to think about and have in place:

1. Concert Repertoire: Have a balanced and feasible, but challenging program prepared
2. Rehearsal Schedule: Will you have outside-of-class-time rehearsals; will you be rehearsing in your performance venue? [BOOK YOUR VENUES EARLY!!! – be sure to fill out paperwork as needed to confirm and accommodate both rehearsal and performance dates
3. Book your Accompanist and Instrumentalists as needed for rehearsals and performances [consult with your guest artists and the PVA office before offering a proposed rate for services; keep an eye out for e-mails for PVA Payroll Deadlines, and submit accordingly]
4. Rehearsal/Performance Tracks: If you are utilizing CD Accompaniment, do you have the equipment to play these tracks?
5. Performance Equipment: Piano, Risers, Shell, Music Stand(s), Seating, Sound Equipment
6. Uniforms – do you utilize one for your organization – if so, be sure to distribute (and keep records) to those ensembles who use them, ahead of time. All uniforms should fit correctly!
7. Program: Create a Concert Program that is informative and legible – be sure to proof it several times, and be sure to include:
   a. Date, Time, Location
   b. Director(s) & Accompanist Names
   c. The Program Order: Performing Choir(s) and their Selection Titles WITH Composers/Arrangers
   d. Personnel: Choir(s) and Student Names (proof this section over & over)
   e. Acknowledgements should include Campus & District Administration
   f. Reminders: Upcoming Events
8. Invitations/Advertisement: promote your event on the Campus Level, through the PVA Office, and Appropriate Social Media Outlets (choir organization Twitter, Facebook & Instagram pages),

Last Revised: July 2017
9. Transportation: will you be traveling off campus for your concert? If so, be sure to complete the appropriate Travel Forms and get them approved, along with a Bus Request(s) a minimum of 10 Business Days in advance – follow up and trace this paperwork through the process; the earlier, the better! * refer to Travel Policies in PVA Handbook
10. Establish Expectations: Concert Etiquette, Routines, Call Time with your students

The Day of:

1. **Arrive Rested!**
2. **Triple Check and Confirm Performance Venues, Accompanist, Transportation (as needed)**
3. Be sure to have your performance folder in order: pack your directors bag! (have a back-up folder for your accompanist – just in case!)
4. **Send out a final reminder/invitation to your concert event**
5. **Print & Fold you programs – make sure the font & paper allow for legibility**
6. **REMIND your classes of “call time”; Make sure your call time is at the very minimum, 30 minutes prior to your concert.**
7. **Touch base with your Custodial Staff**
8. **Eat something!**
9. **Arrive ahead of your own call time – between 30 minutes to an hour ahead of call**
10. If you haven’t practiced logistics before this time, base your call time on budgeting this movement during this time
11. **Sound Check, as needed [are you recording your performance?]**
12. Plan on a “doors open at” time, preferably 10 – 15 minutes ahead of the scheduled performance time
13. **Have your Student Helpers Assist: Greeters/Programs**
14. **Start your concert ON TIME!!!**
15. **Be concise in your speaking to the audience: Welcome. Acknowledge. Information. Thanks.**
   a. **SEE SAMPLE CONCERT SCRIPT: Modify/Translate as needed for your program**
16. **After the Concert: breakdown as needed and planned; consolidate and move [have a student team ready to help you, your staff and the custodial team, to be efficient]**
17. Be mindful of and monitor students who have been left behind and are awaiting a ride
18. **Make sure you leave venue as you inherited it! Shut it all down and lock up as required**
19. **Celebrate & Eat something!**
20. **Go home, rest and prepare for post-concert activities**
Sample Administrator’s Script for Concert

1. Welcome to tonight’s concert.

2. At our concert we are working hard to educate both our students and their families on profession concert etiquette. Please listen to and observe the following etiquette guidelines. These expectations show respect to the hard work of our ensemble members as we strive to meet the performance expectations and requirements of a superior performance. Please respect their efforts by following these simple rules:

   a. Please show respect to all performers by appreciating the performance through applause only.

   b. Please watch the conductor’s hands in order to know when to applaud. Please do not applaud until you see the conductor lower his or her hands at the conclusion of the song.

   c. Please do not shout out or scream out during the performance.

   d. During a performance, please refrain from talking to your neighbor. The intricacies of music are sometimes difficult to hear and/or appreciate and a silent audience is an important component of a superior performance.

   e. Please silence all electronic devices. This concert is being professionally recorded we need a clean recording free of cell phone noises for contests later in the school year.

   f. It is not appropriate to text during a formal concert. Students, remember that there are serious consequences if you use a cell phone during the concert.

   g. Please do not leave your seat while a choir is performing unless you have an emergency. If it is necessary for you to leave at any time during the concert, please do so only while choirs are getting on and off of the stage or during applause.

   h. A crying baby is an emergency.

3. Before we begin the performance, we would like to recognize and thank some important guests for their support of our music students. Please hold your applause until all guests have been recognized. Guests, please stand and be recognized if you are in attendance.

   a. Any school board members present (list names)
   b. PVA administration (list names)
   c. Please acknowledge any other campus administration in attendance or on duty (list names).
   d. Campus staff members

Last Revised: July 2017
e. SISD PVA Faculty (by name if possible)
f. Booster club board members

4. Thank you for your attention and for attending tonight’s concert!
Budgeting and Finances Policy Overview

1. Funding Sources
   a. PVA Department
      i. Each campus PVA program receives a set amount of funding from the PVA department.
   b. Campus Activity Accounts
      i. All student course and uniform fees run through your campus activity account.
      ii. All activities funded by parents and/or students must run through your campus activity account.
      iii. All campus activity account funds must be tracked in charms.

2. PVA Staff Member Responsibilities (Applies Mainly to Orff Ensemble and Honor Choir)
   a. Keep detailed records of all deposits.
   b. Keep all money secured. You may be held personally and financially responsible for lost or stolen deposits that are not secured or processed according to district policy.
   c. Keep detailed records of every dime that you deposit into your accounts in both paper form (envelopes) and electronically (charms).
   d. All student finances must be tracked in charms. The district internal auditor can and will audit programs. You may risk your employment with the district if you are not tracking student finances accurately in charms and the audit does not pass muster.

3. Suggestions for Record Keeping (Applies Mainly to Orff Ensemble and Honor Choir)
   a. Create a student file for every student at the beginning of the year. Use this file system for student work samples, maintaining required records, and for storing envelopes students use to turn in money.
   b. When you count money turned in by students, write the date, amount, payment form, and purpose on the front of each envelope. File these envelopes in each student’s file folder.
   c. Do not leave your campus bookkeeper’s office without documentation verifying your deposit amount and date.

4. Zero-Based Budgeting
   a. Spring ISD uses the zero-based budgeting for every cent of funding provided by the federal government, state government, and tax payers.
   b. Each PVA program must create and submit a zero-based budget for the following school year by November 30th. An excel template is provided to assist you in this process. You will also receive training on this budgeting process.

5. Contracts and Judge/Accompanist Forms
   a. Each collaborative artist (clinician, accompanist, etc.) who is not a district employee will not be paid without the proper documentation.
   b. Judges (adjudicators), accompanists, and instrumentalists not employed by the district may be paid by submitting two documents: Judge’s Payment Form and W-9 Form.

Last Revised: July 2017
c. Change from 17-18: Any other individuals **working with students and paid with district funds** MUST complete a contract. This includes clinicians that work with your choirs and paid by the PVA office. The contract process is extensive and requires at least 30 business days to complete. Plan early!

Every financial decision you make for your program becomes public record and itemized reports are posted for the public every month by the district finance office. Each time you make a decision to spend money, you should be prepared to defend the purchase to anyone who may question your decision, including the school board and superintendent.
Guidelines for Employee Travel – Staff Members Traveling Without Students

1. Instructors must receive prior approval for any school-related activities that require them to miss work days. Such activities include attending university classes, professional conferences, and adjudicating competitions.

2. CONFERENCES: PVA teachers are encouraged to attend conferences; however, student performance should not be inhibited by conference attendance. For this reason, staff members will be allowed to attend conferences at the discretion of the campus principal and PVA administration. Conferences may include:
   a. Texas Art Educators Association Conference
   b. Texas Dance Educators Association Convention
   c. Texas Educational Theatre Association Conference
   d. Texas Music Educators Association Convention
   e. Texas Speech Communication Association Convention

3. REIMBURSEMENT FOR EMPLOYEE TRAVEL
   a. A district employee may be reimbursed for some of the reasonable, allowable expenses and only with the prior approval of the employee’s campus principal and PVA administration. Please contact the PVA office for specific information on possible funding sources.
   b. For any authorized expenses incurred, the employee shall submit a statement with itemized receipts documenting actual expenses.
   c. To request funding for travel, an original Employee Travel Authorization Form, signed by the employee’s campus principal, must be submitted to the PVA office at least 30 business days prior to the conference deadlines.
   d. Detailed information regarding the request must be provided in support of the travel request.
   e. Original itemized receipts are required for all travel reimbursements.

4. ABSENCE REPORTING: It is the employee’s responsibility to notify their campus principal at least 10 business days prior to the professional absence and arrange for a substitute if needed. PVA is not able to pay the cost of the substitute teacher.

5. ADJUDICATION: Adjudication of competitions during the school day is permissible under the following provisions (specifically, Spring ISD staff adjudicating in other school districts or contests):
   A. An employee may take leave no more than six (6) work days per year to adjudicate competitions.
   B. A director may not accept more than one three-day judging assignment in the Spring semester prior to his or her own UIL contest.
   C. Professional leave days may be used providing the employee accepts only reimbursement for expenses but not an honorarium.
   D. Personal leave may be used and the employee may accept both an honorarium and reimbursement for expenses.
PVA Student Travel Policies and Procedures

General Policies

1. All student travel leaving the campus, regardless of destination, must be approved by the building principal prior to the development of any plans, itinerary, commitment, or reservations. It is the responsibility of the teacher to receive this approval in writing.

2. A trip packet must be submitted for all field trips leaving the campus.

3. If a trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.

4. Teachers must meet all paperwork submission deadlines and receive approval from the building principal prior to all student co-curricular and extra-curricular absences.

5. Teachers are responsible for making transportation arrangements for their program.

6. Bus requests requiring Spring ISD bus transportation must be made at least 10 school days prior to the trip and cannot be scheduled during Spring ISD Transportation route times. Emergency trip requests (less than 10 school days before departure) must be entered by a campus administrator or their designee.

7. If transportation is required during route times, the teacher must contact the PVA department for direction on alternative transportation options. These alternative transportation options may or may not be funded by the PVA department, depending on the activity.

8. Out-of-district contests and performances must be approved by both the campus principal and the Performing and Visual Arts department.

9. ALL chaperones must complete a volunteer background form on the Spring ISD website at least 10 business days prior to the trip. Parents may access this form at https://www.springisd.org/volunteer

10. Out-of-district trips require at least one teacher/chaperone who has successfully completed the CPR training supplied by the District.

11. All activities must be directly supervised by the teacher throughout the duration of the activity.

12. Teachers and/or chaperones must stay with the group at all times on field trips.

13. A staff member must remain with students until they have been picked up by a parent or guardian.

14. Teachers will collect, retain, and take on all student trips an authorized Spring ISD Medical and Travel Information Form for each student.

15. If a trip funds advance is needed, the field trip packet and financial request form must be submitted to the PVA department at least 20 business days prior to the trip for approval.

16. Staff members requesting student and staff travel funds must submit the final trip report with all receipts within 10 business days of the trip completion. All receipts must be detailed and itemized with the date, amount, and purpose clearly labeled.

17. PVA does not provide funding for substitute teachers.

18. Treat all rental vehicles with the utmost care. If a vehicle is damaged, you must immediately report the damage to the PVA office. Damage to a district-rented vehicle is an emergency and should be treated as such.

Travel Booking Procedures for In-District Trips – PVA Funds

1. Using SISD transportation
a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 business days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
c. Obtain written permission from the campus principal.
d. Submit all purchase order requests to the PVA office at least 20 business days before funds are needed.
e. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
f. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.

2. Using charter transportation
   a. Obtain a written quote(s) for the trip, including per student costs (i.e. admission tickets, meals, etc) and transportation costs.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Coordinate transportation booking with the PVA office as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
   e. In the event the charter transportation must be canceled, it is the responsibility of the head director to cancel the trip. The organization’s budget will be responsible for any cancellation fees that the company may charge.
   f. Submit all purchase order requests to the PVA office at least 20 business days before funds are needed.
   g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   h. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
   i. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   j. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   k. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the PVA office.
Travel Booking Procedures for In-District Trips – Campus Activity or Booster Club Funds

1. Using SISD transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Submit all purchase order or check requests to the campus bookkeeper at least 20 business days before funds are needed.
   e. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   f. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
   g. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
   h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote(s) for the trip, including per student costs (i.e. admission tickets, meals, etc) and transportation costs.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Coordinate transportation booking with the campus bookkeeper as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
   e. In the event the charter transportation must be canceled, it is the responsibility of the head director to cancel the trip. The organization’s budget will be responsible for any cancellation fees that the company may charge.
   f. Submit all purchase order requests to the campus bookkeeper at least 20 business days before funds are needed.
   g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   h. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
j. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.

k. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the campus bookkeeper or booster organization, depending on the funding source.

Travel Booking Procedures for Out-of-District Trips – PVA Funds

1. Using SISD transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission for the trip from the campus principal.
   d. Submit the required district trip packet to your campus administration as early as possible. Some out-of-district trips require the Superintendent's approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   e. Submit the student travel financial request form and all purchase order requests to the PVA office at least 20 business days before funds are needed.
   f. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   g. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
   h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote(s) for the trip, including per student costs (i.e. admission tickets, meals, etc.) and transportation costs.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Coordinate transportation booking with the PVA office as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
   e. Submit the required district trip packet as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   f. Submit the student travel financial request form and all purchase order requests to the PVA office at least 20 business days before funds are needed.
g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.

h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.

i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.

j. Submit final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the PVA office.

Travel Booking Procedures for Out-of-District Trips – Campus Activity or Booster Club Funds

1. Using SISD transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission for the trip from the campus principal.
   d. Submit the required district trip packet as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   e. Submit all purchase order requests to the campus bookkeeper at least 20 business days before funds are needed.
   f. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   g. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
   h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Submit the required district trip packet as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   e. Coordinate transportation booking with the campus bookkeeper as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
f. Submit all purchase order or check requests to the campus bookkeeper at least 20 business days before funds are needed.

g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.

h. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.

i. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.

j. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the campus bookkeeper or booster organization, depending on the funding source.
Field Trip Process

In following our Spring Independent School District's initiatives as outlined in Every Child 2020 with a focus on the establishment of improved processes and structures across the district, the Office of School Leadership was given the task of creating a district-wide Field Trip Process that is aligned to the School Board Policies EFD (Local), CNB (Regulation), EFD (Regulation), FM (Regulation), FMG (Regulation) and FP (Legal).

The following process is to be utilized for all student involved field experiences, including UIL competitions, contests, program trips (including performing arts, debate, and CTE) with the exception of UIL athletic travel that is arranged under the auspices of the Athletic Department.

1. Field Trip Sponsor accesses Field Trip form from District Drive, making note of时限 for submissions.
2. Field Trip Sponsor completes Forms B & C and obtains approval and submits to supervisor for approval.
3. If Title I funding is to be utilized, the Application for Approval of Title I Field Trip.
4. Principal/Supervisor will review forms and if meets with his/her approval sends the packet to the next level for approval.
5. If District Funding is being utilized, the packet will then go to the Director over the funding source for his/her approval and signature.
6. The packet is then submitted to the appropriate Assistant Superintendent for approval.
7. The Assistant Superintendent then sends the packet to the School Leadership Officer.
8. If the trip is out of state or requires an overnight stay, it is then sent to the Chief Academic Officer and the Superintendent, or his designee for approval.
9. After approval has been obtained, Field Trip Sponsor attaches permission form to packet and makes a copy for the principal prior to departing.
Field Trip Process – Step by Step

1. **The Field Trip Sponsor** will access the Field Trip Forms from the district J-drive making note of timeline submissions for approval. (*15 days prior to trip for in-state travel, *30 days prior to trip for out-of-state travel, and *45 days prior to trip for out-of-country travel.)*

2. **The Field Trip Sponsor** will determine the purpose, cost and funding for the trip and complete Forms B and C prior to submitting them to the school principal for initial approval. After initial approval is received the completed packet (with the exception of the parent permission forms) will be provided to the Principal to submit to the district for approval.

3. **The Principal** will review the forms and funding sources and will follow one of the following options:

   A. Approve the trip request if he/she determines that school funding is available for the trip and the trip is aligned to the school’s Campus Improvement Plan, and the funding being requested is not coming from Title funding.

   B. Request the Trip Sponsor to complete the Title I Field Trip Request Form if he/she determines that the funds being requested are from Title funding and the trip is aligned to the Campus Improvement Plan. The Principal can then sign to approve the trip, and submit the complete Field Trip Packet along with the Title I Field Trip Request Forms to the Director of Federal & State Programs for approval.

   C. Approve the trip request and submit the full packet to the appropriate director (if district funding is being utilized and/or the Director of Performing Arts if applicable) who will then send it to the Assistant Superintendent.

   **If the trip is related to a program that falls under the department of Performing and Visual Arts, even if funds are not being requested from the department, the forms must be sent to the Director of PVA for approval.**

   D. Decide not to approve the trip request, and return the request to the Trip Sponsor to let him/her know the trip is denied.

4. If the trip request receives initial approval from the Principal and the Program Director (if required), the completed packet with applicable forms is then submitted to the appropriate Assistant Superintendent for his/her approval.

5. **The Assistant Superintendent** will review the Field Trip Packet, and:
Field Trip Process – Step by Step

1. **The Field Trip Sponsor** will access the Field Trip Forms from the district J-drive making note of timeline submissions for approval. (*15 days prior to trip for in-state travel, *30 days prior to trip for out-of-state travel, and *45 days prior to trip for out-of-country travel.*

2. **The Field Trip Sponsor** will determine the purpose, cost and funding for the trip and complete Forms B and C prior to submitting them to the school principal for initial approval. After initial approval is received the completed packet (with the exception of the parent permission forms) will be provided to the Principal to submit to the district for approval.

3. **The Principal** will review the forms and funding sources and will follow one of the following options:

   A. Approve the trip request if he/she determines that school funding is available for the trip and the trip is aligned to the school’s Campus Improvement Plan, and the funding being requested is not coming from Title funding.

   B. Request the Trip Sponsor to complete the Title I Field Trip Request Form if he/she determines that the funds being requested are from Title funding and the trip is aligned to the Campus Improvement Plan. The Principal can then sign to approve the trip, and submit the complete Field Trip Packet along with the Title I Field Trip Request Forms to the Director of Federal & State Programs for her approval.

   C. Approve the trip request and submit the full packet to the appropriate director (if district funding is being utilized and/or the Director of Performing Arts if applicable) who will then send it to the Assistant Superintendent.

   **If the trip is related to a program that falls under the department of Performing and Visual Arts, even if funds are not being requested from the department, the forms must be sent to the Director of PVA for approval.**

   D. Decide not to approve the trip request, and return the request to the Trip Sponsor to let him/her know the trip is denied.

4. If the trip request receives initial approval from the Principal and the Program Director (*if required), the initial packet (Forms B and C) is then submitted to the appropriate Assistant Superintendent for his/her approval.
5. **The Assistant Superintendent** will review the Field Trip Packet, and:

   A. Approve the request and submit it to the School Leadership Officer.

   B. Decide not to approve the trip and return the packet to the Principal as “trip denied.”

6. **The School Leadership Officer** will review the Field Trip Packet, and:

   A. Approve the request and return it to the Assistant Superintendent, who will forward it to the Principal, if the travel is less than 50 miles one way and does not require an overnight stay.

   B. Approve the request and submit it to the Chief of Academics if the travel is further than 50 miles one way and/or requires an overnight stay.

   C. Decide not to approve the trip and return the packet to the Assistant Superintendent as “trip denied,” who will inform the principal.

7. **If the trip is further than 50 miles one way and/or requires an overnight stay and has the approval of the School Leadership Officer, she will submit the request to the Chief of Academics who will:**

   A. Approve the request and forward it to the Superintendent or his designee.

   B. Decide not to approve the trip request and will return it to the School Leadership Officer or the Assistant Superintendent.

8. **Once the field trip request has received the required district office approval(s) and has been returned to the Principal, the Principal will return it to the Trip Sponsor who will:**

   1. Make sure the Parent Permission and Chaperone forms are completed and included in the final packet.

   2. Complete the transportation request through SISD Transportation or other entity.

   3. Submit a copy of the completed Field Trip Packet (Forms A-F including any other forms that may apply to the trip) prior to departing on the trip to the Principal.

   4. Assure the original Field Trip Packet accompanies the Trip Sponsor on the trip and is in the possession of the Trip Sponsor at all times during the trip.
# Form A

**FIELD TRIP CHECKLIST - REQUIRED ATTACHMENTS (FTC)**

<table>
<thead>
<tr>
<th>Campus Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ Field Trip Proposal Form</td>
</tr>
<tr>
<td>• Completed Field Trip Proposal [FORM B]</td>
</tr>
<tr>
<td>■ Chaperone Statement Acknowledging Responsibilities &amp; Duties [Form D]</td>
</tr>
<tr>
<td>• Chaperone count must uphold the 10:1 Student to Chaperone Ratio for Elementary and 15:1 for Secondary</td>
</tr>
<tr>
<td>• Form is to be completed by both faculty and non-staff volunteers serving as chaperone</td>
</tr>
<tr>
<td>• Review forms to ensure that the chaperone type and chaperone's cell number is provided</td>
</tr>
<tr>
<td>• Chaperone forms must coincide with the count of faculty and non-staff chaperone volunteers provided on the FTP form (Revisions will be accepted, additional forms must be submitted two instructional days prior to trip date)</td>
</tr>
</tbody>
</table>

| ■ Fundraiser Permission and Financial Recap Form (Applicable, if funds are being raised for Field Trip) |

<table>
<thead>
<tr>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ Charter Bus/Van Rental</td>
</tr>
<tr>
<td>• PI-C, Invoice/Quote, &amp; Financial/Analysis Report (Must reference CIP &amp; Line Code if Grant Funded)</td>
</tr>
<tr>
<td>■ Spring ISD Transportation</td>
</tr>
<tr>
<td>• Printout of bus request (Must reference Campus Action Plan &amp; Line Coded if Grant Funded)</td>
</tr>
<tr>
<td>■ Staff-Provided</td>
</tr>
<tr>
<td>• Copy of Driver's License &amp; Insurance Card (Applies to van rental or personal vehicle)</td>
</tr>
<tr>
<td>■ Parent-Provided</td>
</tr>
<tr>
<td>• Copy of Driver's License &amp; Insurance Card</td>
</tr>
</tbody>
</table>

| ■ Title I/Grant Managed Field Trip Requests *(See Revised Process for Approving Title I Field Experiences)* |
| • Provide copy of lesson plan with referenced TEKS objectives |
| • Must reference CIP & Title I/Grant Line Code |

<table>
<thead>
<tr>
<th>Itinerary [FORM C]</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Schedule of activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List of Student Names &amp; Emergency Contact Numbers [FORM F]</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student list must coincide with the student count on the FTP (Revisions will be accepted, revised student list must be submitted two instructional days prior to trip date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Night Shift Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Applicable for overnight field trips</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian Approval Release Forms [FORM E]</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide copy of one English/Spanish form completed in its entirety (Must have parent signature)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent Meeting (Mandatory for overnight In-County/Out-of-County, Out-of-State, or Out-of-Country field trips)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sign-in Sheets</td>
</tr>
<tr>
<td>• Agenda</td>
</tr>
</tbody>
</table>

**Note:**

- When submitting FTPs for approval please adhere to the number of days allotted:
  - 15 Days prior to trip date for In-County Trips or Out-of-County Trips
  - 15 Days prior to trip date for In-County or Out-of-County Overnight Trips within Texas
  - 30 Days prior to trip date for Out-of-State Trips
  - 45 Days prior to trip date for Out-of-Country Trips
- Non-UIL competitions must include a complete FTP
- It's prohibited to charge/collect fees from students for educational field trips per policy [See FP (LEGAL)]
- Field Trip Coordinators must ensure their campus is in compliance with FMG (LOCAL) & FMG (REGULATION)
- When rescheduling a previously approved field trip, complete a new FTP and attach the initial signed/approved FTP form
- Cancellation/changes to school buses notify Spring ISD Transportation, or for charter busses contact vendor
FORM B

CAMPUS FIELD TRIP PROPOSAL (FTP)

<table>
<thead>
<tr>
<th>UIL</th>
<th>Non-District Event</th>
<th>Local (15 day Notice)</th>
<th>Overnight (15 day Notice)</th>
<th>More than 50 mi, one way (15 day Notice)</th>
<th>Out-of-State (30 day Notice)</th>
<th>Out-of-Country (45 day Notice)</th>
</tr>
</thead>
</table>

CAMPUS: | DEPARTMENT: |

*Please follow Policy F MG (Local) & F MG (Regulation) that pertains to school-sponsored trips, excursions, tours and District’s field trip guidelines.*

DESTINATION INFORMATION

DESTINATION: State VASE Has the campus participated in a previous field trip to this destination within the past school year? [YES] [NO]

RETURN: Sunday, April 29, 2017

PHYSICAL ADDRESS:

GROUP TRAVELING

Student Group: | Number of Students: | Grade(s): | Number of Faculty: | Number of Non-Staff: |

EXPECTED INSTRUCTIONAL PURPOSE:

TRIP SPONSOR

First & Last Name: [Cell Phone:]

OVERNIGHT ACCOMMODATIONS

Hotel Name: N/A | Physical Address: N/A | Phone Number: N/A

FUNDING SOURCE

Activity Fund | Title I CIP Obj #: | Grant: CIP Obj #: | General Operating | Other: |

TRIP TOTAL COST | FUNDRAISERS | SCHOOL PAYMENT PLAN | STUDENT PAYMENT PLAN

Type & Dates: | Amounts & Dates: | Amounts & Dates: N/A

TRANSPORTATION

Charter Bus | Trip Direct (District Transportation) | Airplane | Walking | XOther: |

UNIQUE POTENTIAL HAZARDS EMERGENCY PLAN

1. Plan with school nurse. 2. Call 911. 3. Contact School
4. Render first aid for minor emergencies. 5. Notify parent/guardian
6. Provide written notice upon return.

Name of Nearest Medical Facility: [Physical Address:]

REQUIRED SIGNATURES

Confirmed accuracy and completion of trip information & documents In adherence to Policy F MG (LOCAL) and F MG (REGULATION) Reviewed FTP Packet

Trip Sponsor: [Date:]

Approved Principal: [Date:]

Approved Director: [Date:]

Approved Assistant Superintendent: [Date:]

Approved School Leadership Officer: [Date:]

SIGNATURES FOR OUT-OF-COUNTRY, OUT-OF-STATE, OVERNIGHT AND/OR OUT-OF-COUNTRY FIELD TRIPS

Approved Chief Academic Officer: [Date:]

Approved Superintendent/Designee: [Date:]

www.springisd.org • facebook.com/springisd • twitter.com/springisd • youtube.com/user/springisdweb
FORM C

Itinerary Form
FORM D
CHAPERONE STATEMENT ACKNOWLEDGING RESPONSIBILITIES AND DUTIES

(Please check appropriate box.) ☐ Staff ☐ Non-Staff will chaperone for:

_________________________ (Print Full Name) ____________________________

_________________________ (Campus Name) ____________________________

_________________________ (Field Trip Destination/Group Traveling) ____________________________

_________________________ (Field Trip Day/Date) ____________________________

CHAPERONE DUTIES AND RESPONSIBILITIES AS PER FMG (REGULATION):
Chaperones must be:
1. District employees, or
2. Any other adult approved by the principal and sponsor of the field trip who meets the eligibility requirements to volunteer in the District before the trip is scheduled for departure, including a criminal background check. (*Note—a “cleared” criminal background check is required of all school volunteers and nonemployee chaperones.)

The primary responsibility of the chaperone is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor student behavior for the entire field trip from departure time until the students return to school.

Chaperones are responsible for enforcing the Student Code of Conduct and other relevant District policy. The chaperones are additionally responsible for executing the submitted approved plan for student supervision for the entire field trip from the time of departure until the scheduled conclusion of the trip.

Chaperones must adhere to established basic guidelines for District-sponsored functions and additional guidelines as may be developed by the individual school. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as are required by the school principal, sponsor, or designee.

Chaperones must sign a form acknowledging their responsibilities as chaperones and must not be allowed to smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip. [See FMG (EXHIBIT)]

The ratio of students to chaperones will be no greater than 10 to 1 for elementary and 15 to 1 for secondary.

I, __________________________________________ have read and understand all the responsibilities and duties as chaperone. I accept these responsibilities without waiving any applicable immunity that may exist under the laws of the State of Texas or the United States.

Signature ___________________________ Date ___________________________
Chaperone Cell Phone Number ___________________________

Witness (Principal, Sponsor, and/or designee) ___________________________ Date ___________________________
FORMULARIO D
DECLARACIÓN DE CHAPERÓN RECONOCIENDO
RESPONSABILIDADES Y DEBERES

(Por favor marque la caja apropiada.) □ Personal □ No Personal

Yo, __________________________________________ seré chaperón para:

(Nombre de la escuela) ____________________________ a ________________________________

(Destinación para la excursión/Grupo viajando) ______ en ______________________________

(Día/Fecha de la excursión) ________________________

RESPONSABILIDADES Y DEBERES DE CHAPERÓN SEGÚN LA REGULACIÓN FMG:

Los chaperones deben ser:

1. Empleados del Distrito, o
2. Cualquier otro adulto aprobado por el director y patrocinador de la excursión que cumple con los requisitos
de elegibilidad para ser voluntario en el Distrito antes de que se programe la salida de la excursión,
incluyendo una verificación de antecedentes penales. (*Nota—una verificación de antecedentes penales
“limpios” es requerida de todos los voluntarios escolares y chaperones que son miembros del personal.)

La responsabilidad principal de un chaperón es supervisar un grupo de estudiantes. Los chaperones son
responsables de los estudiantes y se espera que se queden con su grupo asignado y supervisen el comportamiento
estudiantil durante toda la excursión a partir de la hora de salida hasta que los estudiantes regresen a la escuela.

Los chaperones son responsables de hacer cumplir el Código de Conducta Estudiantil y otra política del Distrito
correspondiente. Además, los chaperones son responsables de realizar el plan aprobado sometido para la
supervisión de los estudiantes durante toda la excursión a partir de la hora de salida hasta la conclusión prevista de
la excursión.

Los chaperones deben cumplir con las directrices básicas establecidas para las funciones patrocinadas por el Distrito y
directrices adicionales que puedan ser desarrolladas por la escuela individual. Los chaperones son responsables de
asistir a cualquier reunión de información designada o procedimental antes y durante la excursión como puede ser
requerida por el director, patrocinador, o persona designada del Distrito.

Los chaperones deben firmar un formulario de reconocimiento de sus responsabilidades como chaperones y no se les
permitirán fumar, utilizar productos de tabaco de cualquier tipo, consumir bebidas alcohólicas o drogas ilegales, o
participar en cualquier actividad ilegal o inmoral durante la excursión. [Consulte FMG (EXHIBIT)]

La proporción de estudiantes a chaperones no será mayor de diez a uno.

Yo, __________________________________________ he leído y entiendo las responsabilidades y deberes como chaperón.

Acepto estas responsabilidades sin renunciar a cualquier inmunidad aplicable que pueda existir bajo las leyes
del Estado de Texas o los Estados Unidos.

Firma __________________________                      Fecha __________________________

Número celular del Chaperón __________________________

Testigo (Director, Patrocinador, y/o persona designada) __________________________

Fecha __________________________
FORM E

FIELD TRIP PARENT/GUARDIAN PERMISSION & MEDICAL INFORMATION

ACKNOWLEDGMENT OF RESPONSIBILITY AND PERMISSION FOR STUDENT PARTICIPATION IN FIELD TRIP OR OUT-OF-SCHOOL ACTIVITY

I __________________________ agree to allow my son or daughter,

(_______________ ________) ______________________ (student's name)

, to attend the State VASE, Art Contest fieldtrip.

Destination/Detailed Description Of Activity and Educational Purpose:

Date of field trip/activity: Feb. 10, 2017 Time of departure: 10:45am Time of return: 3:00pm

Group/Class/School Club: Theatre 3 OAP Cast and crew

Sponsor of the field trip/activity: Mrs. Ebony Humphrey

Transportation Being Provided (Check all that apply):

X School Bus ☐ Commercial/Charter Bus ☐ Public Transportation ☐ Personal Vehicle ☐ Leased Vehicle

☐ None (provide your own or none needed)

Drivers of Private or Leased Vehicles (Check all that apply):

☐ Teacher or Staff Member ☐ Parent ☐ Student ☐ Other Adult

Health Services **Please list any medications, medical conditions or allergies your child may have and insurance information and doctor(s) contact on the back of this form. Will your child require the administration of any medication or medical procedure while on the field trip? ☐ Yes ☐ No If yes, please indicate the medication(s) and/or procedure(s) with times for administration:

Medication/Procedure:

Time:

Student Agreement

While participating on this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Student's Signature: __________________________ Date: ____________

This is to certify that I authorize the Superintendent or a designated representative to secure any and all emergency medical care and treatment for my child for acute illness suffered or injury sustained while participating in this trip or activity. I understand that, while student safety is a high priority for the District, under State law, the school is not responsible for medical costs associated with student injury.

In consideration for my child’s participation in the above-described field trip or activity, I expressly hold harmless from and waive against the District, its Trustees, employees, agents, and assigns, any and all claims for medical expenses, loss of services, injury to person or property, death, or other claims, actions, or liabilities made against it or them on behalf of my child, regardless of the cause of such claims, actions, or liabilities or any concurrent or contributing fault or negligence of it or them as such may result from my child’s participation in the trip or activity.

In further consideration for my child’s participation in the above-described field trip or activity, I also agree to indemnify and hold harmless the District, its Trustees, employees, agents, and assigns, from and against any and all suits, actions, leases, damages, claims, or liabilities of any character, type, or description, including attorney’s fees and court costs, made by third parties against it or them, which may result from my child’s participation in the trip or activity. I understand that the District, its Trustees, employees, and agents are not waiving any sovereign or governmental immunity, which it or they have under Texas law. I have read and understand this release and sign it voluntarily and with full knowledge of its significance.

Signature of Parent/Guardian: __________________________ Date: ____________

Daytime phone: __________________________ Emergency contact: __________________________ Phone: __________________________
RECONOCIMIENTO DE RESPONSABILIDAD Y PERMISO PARA LA PARTICIPACIÓN DEL ESTUDIANTE EN LA EXCURSIÓN O ACTIVIDAD FUERA DE LA ESCUELA

Yo, ______________________________, estoy de acuerdo en permitir que mi hijo/a, ______________________________, asista a todas las excursiones o actividades afuera de la escuela por el resto del año escolar 2016-2017. Si tiene alguna pregunta por favor llame a la señora

Destinación/Descripción detallada de la actividad y propósito educativo:

<table>
<thead>
<tr>
<th>Fecha de excursión/actividad:</th>
<th>Hora de Partida</th>
<th>Hora de Retorno:</th>
</tr>
</thead>
</table>

Grupo/Clase/Club Escolar:

Patrocinador de la excursión/actividad:

Transportación proporcionada (Marque todas las correspondientes):
- [ ] Autobús Escolar
- [ ] Autobús Comercial/Charter
- [ ] Transportación Pública
- [ ] Vehículo Personal
- [ ] Vehículo Alquilado
- [ ] [ ] [ ] [ ] [ ] [ ]

Conductores de vehículos privados o alquilados (Marque todas las correspondientes):
- [ ] Maestro o Miembro del Personal
- [ ] Padre
- [ ] Estudiante
- [ ] Otro adulto

Servicios de Salud **: Por favor, indique todos los medicamentos, condiciones médicas o alergias que su hijo puede tener y de información segura y datos de contacto aquí.

¿Su hijo/a requerirá la administración de cualquier medicamento o procedimiento médico durante la excursión?
- [ ] Sí
- [ ] No

Si es así, por favor indíque el medicamento(s) y procedimiento(s) con las horas para la administración:

Medicamento/Procedimiento:

Hora: ______________________________

Acuerdo Estudiantil:
Mientras participo en esta excursión, aceptaré responsabilidad de mantener la buena conducta y apariencia, y seguiré instrucciones en todo momento.

Firma del Estudiante: ______________________________
Fecha: ______________________________

Este es para certificar que autorizo a el Superintendente o representante designado para asegurar que el niño/a esté en buen estado de salud durante la excursión. Yo entiendo que, aunque la seguridad del estudiante es una alta prioridad para el Distrito, bajo la ley estatal, la escuela no es responsable por las lesiones de los estudiantes.

En consideración a la participación de mi hijo/a en la excursión o actividad antes descrita, yo expresamente miento indemnizar y renunciar Couto el Distrito, sus miembros de la mesa directiva, empleados, agentes, y asesores, de cualquier reclamación por gastos médicos, pérdida de servicios, herida a persona o propiedad, muerte, u otras reclamaciones, acciones, o responsabilidades hechas contra él o ellos en nombre de mi hijo/a, a pesar de la causa de tales reclamaciones, acciones, o responsabilidades a cualquier culpa o negligencia concurrente o contribuyendo de ellos como tal puede ser el resultado de la participación de mi hijo/a en el viaje o actividad.

Bajo más consideración por la participación de mi hijo/a en la excursión o actividad antes descrita, también estoy de acuerdo en indemnizar y mantener indemne al Distrito, sus miembros de la mesa directiva, empleados, agentes, y asesores, de cualquier indemnización de cualquier carácter, tipo, o descripción, incluyendo las indemnizaciones de abogados y gastos judiciales, hechos por tercera parte contra él o ellos que pueda resultar de la participación de mi hijo/a en el viaje o actividad. Yo entiendo que el Distrito, sus miembros de la mesa directiva, empleados, y agentes no están renunciando a cualquier indemnización o cobertura gubernamental, que él o ellos tienen bajo la ley de Texas. He leído y entiendo esta renuncia y la firme voluntariamente y con pleno conocimiento de su significado.

Firma del Padre/Guardián: ______________________________
Fecha: ______________________________

Teléfono durante el día: ______________________________
Contacto de emergencia: ______________________________
Teléfono: ______________________________
## CHAPERONE ASSIGNMENT/LIST OF STUDENTS

(Please type this form)

**HS Ratio 15:1**

<table>
<thead>
<tr>
<th>Chaperone Name</th>
<th>Student Name/ID #</th>
<th>Circle Male or Female</th>
<th>Emergency Contact Name</th>
<th>Parent Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PV Rental Form
Performing and Visual Arts
One form per date

Complete the information required below and return to Sue Maloy at slavikka@springisd.org for approval and to secure your rental. Call 281-891-6125 for any questions.

Contact Name and Title:

Contact Cell Number:

Describe Event/ Contest/ Activity:

Drop off School:
  Date:
  Time:
  Vehicle Parking Location:

Pick up School:
  Date:
  Time:
  Vehicle Parking Location:

Vehicle type and number required:

☐ Suburban (seats 8, including driver)       ___ # of vehicles
☐ Minivan (seats 7, including driver)       ___ # of vehicles
☐ Mid-size (seats 4, including driver)      ___ # of vehicles
☐ 16 ft Truck                                 ___ # of trucks
☐ 16 ft Truck with lift                       ___ # of trucks
☐ 24 ft Truck                                 ___ # of trucks
☐ 24 ft Truck with lift                       ___ # of trucks

**Be sure to secure PV Rental keys at all times.**
STUDENT TRAVEL AUTHORIZATION AND EXPENSE REPORT - TRAVEL ADVANCE REQUEST

Note: This request and the supporting document(s) must be submitted to the Finance Office at least 15 days prior to the departure date.

Purchase Order: ___________________________ Date Requested: ___________________________

Sponsor: ___________________________ Vendor#: ___________________________ School: ___________________________

Event: ___________________________ Destination (City): ___________________________

Departure Date: ___________________________ Return Date: ___________________________

Number taking trip: _______ Sponsors _______ Students _______ Bus Driver (if applicable)

Budget Unit: ___________________________ Account: ___________________________


Object: ___________________________ Sub-Object: ___________________________

TRIP ADVANCE FOR:

<table>
<thead>
<tr>
<th>Attending</th>
<th># of Days</th>
<th>Amount Per Day</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT MEALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT ROOMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPONSOR MEALS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPONSOR ROOM(S)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS DRIVER ROOM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEAL AND ROOM TOTAL:

Sponsor Signature: ___________________________ Date: __/__/____

Supervisor Signature: ___________________________ Date: __/__/____

Budget Manager: ___________________________ Date: __/__/____

Academic and Support Signature: ___________________________ Date: __/__/____

OTHER ASSOCIATED TRAVEL COSTS:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAFI RENTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAFI RENTAL GAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAXI SHUTTLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LUGGAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER ASSOCIATED TRAVEL COST TOTAL:

Meal and Room Total: $ __________

Other Associated Travel Cost: $ __________

Travel Advance Grand Total: $ __________

FOR FINANCE OFFICE USE ONLY

Check Number: ___________________________ Date: __/__/____

FINAL EXPENSE REPORT

(DUE 10 DAYS AFTER RETURN DATE)

Sponsor Signature: ___________________________ Date: __/__/____

Supervisor Signature: ___________________________ Date: __/__/____

Budget Manager: ___________________________ Date: __/__/____

Academic and Support Signature: ___________________________ Date: __/__/____

Final Expense Amount: $ __________

Advance Amount: $ __________

Due to Employee: $ __________

Due to SISD: $ __________

Check Number/ Cash: $ __________

Date: ___________________________
Student Travel Cash Disbursement Form

This form should be used if cash is given to students and/or sponsors for meals.

STUDENTS MUST SIGN THIS FORM IN THEIR OWN HANDWRITING.

Date of Disbursement: __________________________
Purpose of Disbursement: ____________________________________________________________

Travel Conference/Location: ___________________________ Travel Dates: _____________________

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Amount Rec’d</th>
<th>Student Signature</th>
<th>Amount Rec’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>16.</td>
<td>16.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>17.</td>
<td>17.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>18.</td>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>19.</td>
<td>19.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>20.</td>
<td>20.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>21.</td>
<td>21.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>22.</td>
<td>22.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>23.</td>
<td>23.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>25.</td>
<td>25.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>27.</td>
<td>27.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>28.</td>
<td>28.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>29.</td>
<td>29.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>30.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total must match the total on the STUDENT TRAVEL EXPENSE REPORT WORKSHEET.
Make copies of this form as needed to accommodate the number of students/sponsors.

Signature of Sponsor Distributing Funds  School / Department / Sponsor Club
REQUEST FOR SISD TRAVEL RESERVATIONS
(Fill in information electronically, print, get required signatures, scan and e-mail to Travel Coordinator)

Budget Code (1 form per budget code)  
Budget Manager’s Signature

Originator’s Name (Print)  Dept/School  Supervisor/Principal Signature
(If other than Budget Manager)

Procedures are listed in SISD Travel Reservation Directions (SISD website) under Procurement Services. Failure to read and follow procedures will negate traveler’s responsibilities. All forms should be submitted at the same time.
*Traveler’s name must be the same as listed on photo identification. Signature of traveler(s) required for reservations.

First Name*  Middle Name*  Last Name*  Male/Female*  Birth Date*  Cell Phone  Traveler Signature

(Use additional form for more names) *(Required by Airlines)

Travel Itinerary: Event Day/Date  Time:  City/State

Name of Event  (Attach copy of brochure/itinerary)

Seating Preferences: Seating: (check one) Aisle  Window  No preference

Earliest time available to travel to destination

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Departing City/Airport</th>
<th>Destination City/Airport</th>
<th>Desired Arrival Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Houston / IAH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Earliest time available to book return trip

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Departing City/Airport</th>
<th>Destination City/Airport</th>
<th>Desired Arrival Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Houston / IAH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rental Car: No  Yes  Van  Qty  Car  Qty

SISD carries auto insurance; do not sign for additional insurance coverage when renting the car.

*****Payment for rental must be paid for by staff member at time of vehicle drop off, *****

Driver must have valid driver’s license and major credit card.

Hotel:  No  Yes  Number of rooms needed  (when appropriate staff will share rooms)

*****Room reservations will be guaranteed only. Staff members must pay for the room. *****

<table>
<thead>
<tr>
<th>City</th>
<th>Hotel Preference</th>
<th>Hotel Telephone</th>
<th>Date In</th>
<th>Date Out</th>
</tr>
</thead>
</table>

Code if hotel has special conference rate

Note: Airline tickets will be reserved in the name of the person(s) listed above. Tickets cannot be transferred to another person. Any changes/cancellations MUST be submitted on the Change/Cancellation Form and signed by traveler, their supervisor, and Cabinet, and returned to campus/department (changes will increase the cost of the ticket by $200.00). If approval is not granted by Cabinet, traveler is personally liable for all travel related charges.

Send, with attachments to Kay Wuriman - Travel Coordinator (Procurement Services) or FAX to 281-891-6466.

Travel Desk – 281-891-6472 or e-mail kayw@springisd.org

8/9/2016
Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest’s affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

<table>
<thead>
<tr>
<th>Name of exempt entity</th>
<th>Exempt entity status (Religious, charitable, educational, governmental)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of exempt organization (Street and number)</td>
<td></td>
</tr>
<tr>
<td>City, State, ZIP code</td>
<td></td>
</tr>
</tbody>
</table>

**Guest Certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

<table>
<thead>
<tr>
<th>Guest name (Type or print)</th>
<th>Hotel name</th>
<th>Guest signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Exemption Claimed**

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees. (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities. Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

*Hotels should keep all records, including completed exemption certificates, for four years.*

*Do NOT send this form to the Comptroller of Public Accounts.*
Texas Hotel Occupancy Tax Exemptions

United States Federal Agencies or Foreign Diplomats (exempt from state and local hotel tax)
This exemption category includes the following:
- the United States federal government, its agencies and departments, including branches of the military, federal credit unions, and their employees traveling on official business;
- rooms paid by vouchers issued by the American Red Cross and the Federal Emergency Management Agency; and
- foreign diplomats who present a Tax Exemption Card issued by the U.S. Department of State, unless the card specifically excludes hotel occupancy tax.

Federal government contractors are not exempt.

Texas State Government Officials and Employees (exempt from state and local hotel tax)
This exemption category includes only Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card. State employees without a Hotel Tax Exemption Photo Identification Card and Texas state agencies are not exempt. (The state employee must pay hotel tax, but their state agency can apply for a refund.)

Charitable Entities (exempt from state hotel tax, but not local hotel tax)
This exemption category includes entities that have been issued a letter of tax exemption as a charitable organization and their employees traveling on official business. See website referenced below.

A charitable entity devotes all or substantially all of its activities to the alleviation of poverty, disease, pain and suffering by providing food, clothing, medicine, medical treatment, shelter or psychological counseling directly to indigent or similarly deserving members of society.

Not all 501(c)(3) or nonprofit organizations qualify under this category.

Educational Entities (exempt from state hotel tax, but not local hotel tax)
This exemption category includes in-state and out-of-state school districts, private or public elementary, middle and high schools, Texas Regional Education Service Centers and Texas institutions of higher education (see Texas Education Code Section 61.003) and their employees traveling on official business.

A letter of tax exemption from the Comptroller of Public Accounts as an educational organization is not required, but an educational organization might have one.

Out-of-state colleges and universities are not exempt.

Religious Organizations (exempt from state hotel tax, but not local hotel tax)
This exemption category includes nonprofit churches and their guiding or governing bodies that have been issued a letter of tax exemption from the Comptroller of Public Accounts as a religious organization and their employees traveling on official business. See website referenced below.

Exempt by Other Federal or State Law (exempt from state and local hotel tax)
This exemption category includes the following:
- entities exempted by other federal law, such as federal land banks and federal land credit associations and their employees traveling on official business; and
- Texas entities exempted by other state law that have been issued a letter of tax exemption from the Comptroller of Public Accounts and their employees traveling on official business. See website referenced below. These entities include the following:
  - nonprofit electric and telephone cooperatives,
  - housing authorities,
  - housing finance corporations,
  - public facility corporations,
  - health facilities development corporations,
  - cultural education facilities finance corporations, and
  - major sporting event local organizing committees.

For Exemption Information
A list of charitable, educational, religious and other organizations that have been issued a letter of exemption is online at www.window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at www.window.state.tx.us/taxinfo/exempt/index.html. For questions about exemptions, call 1-800-252-1385.
Travel Checklist

CONFERENCE APPROVAL

☐ Conference approval
☐ Request requisition/purchase order for conference registration
☐ Receive purchase order in eFinance
☐ Send registration forms to Accounts Payable with purchase order number

RESERVATIONS

☐ Complete “Request for SISD Travel Reservations” form
☐ Send completed form to Travel Coordinator (after all approving signatures)
☐ Hotel reservation only holds the room.
  ☐ The staff member is responsible for payment (include amount on travel advance)
  ☐ If issuing check to hotel – enter requisition for a Pre-Pay purchase order
☐ Car rental reservation only holds the car rental
  ☐ A major credit card is required for payment
  ☐ If staff member uses debit card, an additional amount will be placed on hold until car rental is returned.

TRAVEL ADVANCE

☐ Complete “Professional Trip Authorization and Expense Report”
☐ Requisition/Purchase Order for travel advance
☐ “Receive” travel advance purchase order in eFinance
☐ Send Professional Trip Authorization and Expense Report with conference brochure to Accounts Payable

AFTER TRIP

☐ Complete “Final Expense Report” and submit within 10 days of the return date
☐ Attach required receipts (hotel, gas, baggage, etc)
☐ Meal receipts are for budget manager’s review only (do not send to Accounts Payable)
☐ Send completed Professional Trip Authorization and Expense form with supporting documentation to Accounts Payable
☐ Include check payable to Spring ISD if money is owed to the district
PROFESSIONAL TRIP REGULATIONS

All staff members planning to take a professional trip out of the Houston area and who are requesting an advance and/or reimbursement of expenses must submit a PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT at least two weeks prior to trip. All applicable signatures must be obtained. A purchase order will be created for the expenses requested. The form will be distributed as follows:

- **Original**: Returned to staff member with the advance check to be submitted as final expense report.
- **Yellow**: Returned to staff member with the advance check.
- **Pink**: Must be completed and returned to the Finance Office within 10 days after completion of the trip.
- **Pink**: Filed in Finance Office with copy of advanced check.

* THE FINAL EXPENSE REPORT SECTION **MUST BE COMPLETED AND RETURNED** TO THE FINANCE OFFICE WITH APPROPRIATE DOCUMENTATION EVEN IF NO ADDITIONAL REIMBURSEMENT IS REQUESTED.

**Trip expenses will be reimbursed on the following basis:**

**HOTEL**: Staff members attending the same event are expected to share rooms whenever appropriate. Staff members must provide the hotel with a Texas Hotel Tax Exemption form. Texas sales tax will not be reimbursed. Reimbursements will be made from an itemized hotel bill only. This is the responsibility of the staff member.

**MEALS**: An overnight stay is required. Meals will be reimbursed based on the actual amount expended on meals, not to exceed $40.00 per day. Schools and departments may set a lower per diem basis as budget limitations dictate.

**TRANSPORTATION**: Transportation to an event will be based on a 150 air miles standard. All trips within 150 miles of the GMA Leadership Center will be by automobile and all other trips above 150 miles will be by air, unless the Superintendent, Associate Superintendent, Area Superintendent or Athletic Director determines a special exception exists.

1. **PERSONAL AUTOMOBILE**: Personal automobile travel will be reimbursed at the annually approved IRS mileage rate. Multiple staff attending the same event is expected to travel in one automobile whenever possible. This will include approved trips exceeding 150 miles.
2. **AIRFARE**: All airline ticketing will be done through SISD Travel Services. Airfare is reimbursed at the coach fare when extenuating circumstances are pre-approved.
3. **TAXI/SHUTTLE**: Exact cost with receipt.
4. **RENTAL AUTOMOBILE**: Rental automobiles of a midsize or lower rate through SISD Travel Services when approved in advance by the Budget Manager.

**PARKING AND TOLLS**: Parking and tolls will be reimbursed at the exact cost with receipt.

**NO REIMBURSEMENT**: No reimbursement will be made for non-District fax, cleaning, entertainment, in-room movies, alcohol, souvenirs, or spousal/family expenses.

**REGISTRATION**: When possible, is to be paid directly to the conference or vendor with a Direct Pay Purchase Order. This is not normally included in a travel advance. Reimbursement to staff member will be made with proof of payment.
Professional Trip Authorization and Expense Report forms can be ordered from the Distribution Center using form # 26.1102 when ordering.

The following information is required to have a complete Professional Trip Authorization and Expense Report form:

✓ Staff members information
✓ Purchase order number
✓ Name of conference with dates
✓ Budget Unit and Account
✓ Advance amount requested (Lodging, Food, Mileage, etc)
✓ Staff Member Signature
✓ Supervisor Signature
✓ Budget Manager Signature (If the trip is being funded by a different department)
✓ Copy of conference brochure
The Final Expense Report is located on the bottom of the form.

- Under the Final Expense Report/Allowable Expense column, the amounts that need to be recorded are those from the advance requested.
- Under the Final Expense Report/Actual Expense column the amounts that need to be recorded are those actually spent.
- Staff Member, Supervisor, and Budget Manager (if different from Supervisor) signatures are required.

The Final Expense report will need to include the backup documentation for the following items:

✓ Itemized hotel lodging receipt
✓ Meal receipts for Supervisors review and approval (Receipts to be filed at campus/dept.)
✓ Baggage fee receipts
✓ Rental car receipt
✓ Taxi receipts
✓ Any other expense that is being claimed on the form.
PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT

STAFF MEMBER ___________________________ VENDOR # ___________ PO# ___________

SCHOOL/DEPARTMENT ___________________________ POSITION HELD ___________________________

TYPE OF CONFERENCE (INFO ATTACHED) ___________________________ CITY/STATE ___________ DEPARTURE DATE ___________

NAMES OF OTHER STAFF MEMBERS ATTENDING ___________________________ RETURN DATE ___________

SUBSTITUTE TEACHER REQUIRED FOR _______ DAYS _______ TRIP REQUESTED BY ___________________________

BUDGET UNIT ___________________________ ACCOUNT ___________________________ AMOUNT ___________________________

READ REGULATIONS ON REVERSE SIDE

TRIP/ADVANCE AUTHORIZATION

ADVANCE REQUESTED

| LODGING  | $_________ x _______ Day(s) | $_________ |
| FOOD    | $_________ x _______ Day(s) | $_________ |
| MILEAGE | $_________ x _______ Miles | $_________ |
| BAGGAGE FEE** | $_________ x Bag(s) | $_________ |
| OTHER* (Be Specific) | $_________ | $_________ |

TOTAL $_________

SIGNATURES

STAFF MEMBER ___________________________
SUPervisor ___________________________
BUDGET MANAGER ___________________________

FINANCE OFFICE USE ONLY

CHECK/EFT NO ___________________________
AMOUNT $_________
DATE ___________________________

ADVANCE WILL BE ISSUED NO EARLIER THAN TWO WEEKS PRIOR TO TRIP

FINAL EXPENSE REPORT

ALLOWABLE EXPENSE | ACTUAL EXPENSE | SIGNATURES

| LODGING* | $_________ | $_________ |
| FOOD*    | $_________ | $_________ |
| MILEAGE  | $_________ | $_________ |
| BAGGAGE FEE** | $_________ | $_________ |
| OTHER* (Be Specific) | $_________ | $_________ |

TOTAL $_________

FINANCE OFFICE USE ONLY

TOTAL EXPENSE $_________
ADVANCE $_________
DUE TO STAFF MEMBER $_________
DUE FROM STAFF MEMBER $_________
RECEIVED _______ CHECK # ___________
INITIALS ___________ DATE ___________

*ATTACH BILLS, RECEIPTS, ITEMIZED LIST, ETC.
COMPLETE ONLY IF PAID BY THE STAFF MEMBER
**COMPLETE ONLY IF FLIGHT TRAVEL REQUIRED

26.1102 (11/2012)
PROFESSIONAL TRIP REGULATIONS

All staff members planning to take a professional trip out of the Houston area and who are requesting an advance and/or reimbursement of expenses must submit a PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT at least two weeks prior to trip. All applicable signatures must be obtained. A purchase order will be created for the expenses requested. The form will be distributed as follows:

- Original: Returned to staff member with the advance check to be submitted as final expense report.
- *Yellow: Returned to staff member with the advance check.
- Pink: Must be completed and returned to the Finance Office within 10 days after completion of the trip.
- Pink: Filed in Finance Office with copy of advanced check.

* THE FINAL EXPENSE REPORT SECTION MUST BE COMPLETED AND RETURNED TO THE FINANCE OFFICE WITH APPROPRIATE DOCUMENTATION EVEN IF NO ADDITIONAL REIMBURSEMENT IS REQUESTED.

Trip expenses will be reimbursed on the following basis:

HOTEL: Staff members attending the same event are expected to share rooms whenever appropriate. Staff members must provide the hotel with a Texas Hotel Tax Exemption form. Texas sales tax will not be reimbursed. Reimbursements will be made from an itemized hotel bill only. This is the responsibility of the staff member.

MEALS: An overnight stay is required. Meals will be reimbursed based on the actual amount expended on meals, not to exceed $40.00 per day. Schools and departments may set a lower per diem basis as budget limitations dictate.

TRANSPORTATION: Transportation to an event will be based on a 150 air miles standard. All trips within 150 miles of the GMA Leadership Center will be by automobile and all other trips above 150 miles will be by air, unless the Superintendent, Associate Superintendent, Area Superintendent or Athletic Director determines a special exception exists.

1. PERSONAL AUTOMOBILE: Personal automobile travel will be reimbursed at the annually approved IRS mileage rate. Multiple staff attending the same event is expected to travel in one automobile whenever possible. This will include approved trips exceeding 150 miles.
2. AIRFARE: All airline ticketing will be done through SISD Travel Services. Airfare is reimbursed at the coach fare when extenuating circumstances are pre-approved.
3. TAXI/SHUTTLE: Exact cost with receipt.
4. RENTAL AUTOMOBILE: Rental automobiles of a midsize or lower rate through SISD Travel Services when approved in advance by the Budget Manager.

PARKING AND TOLLS: Parking and tolls will be reimbursed at the exact cost with receipt.

NO REIMBURSEMENT: No reimbursement will be made for non-District fax, cleaning, entertainment, in-room movies, alcohol, souvenirs, or spousal/family expenses.

REGISTRATION: When possible, is to be paid directly to the conference or vendor with a Direct Pay Purchase Order. This is not normally included in a travel advance. Reimbursement to staff member will be made with proof of payment.

26.1102 (11/2012)
STUDENT ACTIVITIES
TRAVEL

EXTRACURRICULAR TRIPS AND PERFORMANCES OTHER THAN ATHLETICS
APPROVAL PROCESS

All overnight and/or out-of-state trips must be approved in advance by the building principal, appropriate director, the Associate Superintendent for Curriculum and Instructional Services, and the Area Superintendent.

Requests for overnight and out-of-state activities are to be submitted on Exhibit A, Trip Request Form, to the building principal, who will then forward the request to the appropriate director who will recommend approval or disapproval to the Associate Superintendent for Curriculum and Instructional Services, who will then forward any approved requests to the Area Superintendent.

All other trips are approved at the building level, except those trips that require support from the central budget. The appropriate program director, as well as the building principal, must approve those trips requiring support from the central budget. Approval of such requests must precede formal announcements of and preparations for the trip.

TRIP RULES

Trip rules do not apply for:

1. UIL activities, including advancement to regional and state levels of competition.

2. Activities in Spring ISD.

3. Individual performances or competition, including advancement to regional, state, and national levels. (Examples: debate, Texas Music Educators Association, vocational, National Forensics League, etc.)

Any other activities must follow APPROVAL PROCESS outlined above.

LIMITATIONS

Each elementary school group is limited to three out-of-school performances per school year. Each group’s absence may not exceed one school day total time out of class per school year. No overnight trips are allowed.

Each middle school group is limited to two out-of-District performances per school year.

Each group’s trip must not require more than one school day total time out of class per school year. No overnight trips are allowed. Middle school band performances will not involve marching.

At the high school level:

1. No overnight trips are allowed when the activity is within the Houston metropolitan area.

DATE ISSUED: 3/23/2009
LDU 2009.01
FMG(REGULATION)-X
2. Two overnight trips are allowed in years in which no out-of-state trip is taken. (examples: Six Flags-Arlington, Corpus Christi, Galveston, Bands of America, etc.)

3. No more than two school days will be allowed for any one out-of-state trip.

4. A group within an organization (i.e., symphonic band, top performing choir, winter guard) may take an out-of-state trip on alternate years only if the trip is by invitation or as a result of qualifying for competition beyond the state level.

5. Only students who are part of the performing group may participate in trips that require missing school or are supported by District funds.

EXCEPTIONS

Any exception to these rules shall be made only with the approval of the Superintendent.
DISTRICT SUPPORT

The Board encourages competition of an athletic nature through the District's membership and participation in the University Interscholastic League (UIL). District funds shall be used to supplement gate revenues to supply funds for the program.

UIL ACTIVITIES

State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports to enable enforcement. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

ATHLETIC PROGRAM

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.

In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intraschool sports activities for elementary students shall be maintained as part of the physical education program.

PROGRAM COORDINATION

The Superintendent or designee shall supervise and coordinate the athletic program, shall represent the District at UIL meetings, and shall schedule all interscholastic athletic contests.

PARTICIPATION REQUIREMENTS

All students participating in interscholastic athletics shall be required to have, prior to issuance of equipment and participation in any scheduled supervised workout:

1. Parental permission form signed.
2. Medical examination. [See FFAA]
3. Appropriate insurance or a signed waiver. [See FFD]

NON-UIL ACTIVITIES

Contests and competitive activities that are sponsored by outside organizations shall not be required. Contests and competitive activities sponsored by the school shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]
OVERNIGHT TRIPS

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

UNIFORMS

The District shall provide appropriate uniforms for all groups in secondary schools that perform for the general public or for competition. Insofar as possible, uniforms shall be differentiated between levels (i.e., middle schools and high schools; varsity and junior varsity; symphonic band and concert band).

Uniforms not provided by the District for each participant by other means shall not be prerequisite for participation in any event.
Field Trips

Transportation in support of field trips and athletic trips may be requested through the Transportation Department. Once services are provided, the cost is charged back to the campus at the rate of $4.98 per mile. (This rate is subject to change annually as a result of the annual Texas Education Agency Transportation Operations Report.) Trip mileage is calculated from the Transportation Department as the departure point back to the Transportation Department upon completion of the trip.

Requests

Requests are entered online through SchoolDude’s Trip Direct module at www.myschoolbuilding.com. Requests must be entered at least ten (10) business days prior to the date of the trip. The Trip Direct system requires that all administrative approvals are completed and an appropriate budget code is entered before the trip can be scheduled.

Field Trip Availability

Home-to-school route services take priority over all other transportation needs. As such, field trip requests should be scheduled in accordance with the following times:

- **Trips During the School Day**
  - Depart at 9:00 am
  - Return by 2:00 pm

- **Trips After School**
  - Depart no earlier than 4:45 pm

Consideration will be given to accommodate trip requests for UIL competitions and CTE programs.

A coach or teacher who is licensed and certified to drive a school bus may be used to drive a trip that conflicts with the time schedule restrictions above. For special considerations/requests, contact Rosalind Goudeau in the Transportation Department.

Confirmations

All field trips must be confirmed by telephone or email with Rosalind Goudeau, Field Trip Coordinator, at least 48 hours in advance of the trip.

Changes and Cancellations

Field trip changes and cancellations must be made in writing via email with Rosalind Goudeau, Field Trip Coordinator at least 24 hours in advance of the trip. Trips that are not cancelled before the bus arrives on site at the campus will incur a charge of $30.00 (for weekday trips) and $45.00 (for Saturday trips).
Re: Field Trip Quick Guide Request
1 message

ROSA Lind GREGORY GOUDEAU <rgoudeau@springisd.org>     Tue, Jul 25, 2017 at 10:08 AM
To: SUE MALOY <slavikka@springisd.org>
Cc: DAVID LANDGREBE <DLANDGRE@springisd.org>

This is the opening paragraph: Thanks for using our internet service to submit your trip request. With the exception of Coach driven trips, Field Trips that occur during regular school hours Monday through Friday, 9:00 a.m.-2:00 p.m. with the exception of Non-UIL trips that occur after school hours Monday through Friday should be scheduled to depart no earlier than 4:30 p.m. If you must leave during these times, please arrange for a coach to drop the trip and a driver can be assigned to pick up the trip later in the evening if needed. Field Trips should not be scheduled on the days STAARS Tests are administered and the last day of school. (IF THIS IS A COACH OR CDL DRIVER, DRIVEN TRIP, PLEASE ADD THE NAME OF THE DRIVER IN THE EDUCATIONAL OBJECTIVE AREA & PLEASE ALWAYS CONFIRM YOUR TRIP WITH THE TRIP ID#) If you have any questions, please call Rosalind Goudeau at 281-891-6490 my direct EXT 513099. P

On Tue, Jul 25, 2017 at 8:26 AM, SUE MALOY <slavikka@springisd.org> wrote:

Good Morning Rosalind,

Can you send me an updated copy of the Field Trip Quick Guide? We want to put it in our PVA handbook for everyone this year.

Thank you,
Sue

--

Sue Maloy
Secretary to Joe Clark, Director of Performing and Visual Arts
Spring ISD- Gordon M. Anderson Leadership Center
16717 Ella Blvd., Houston, TX. 77090

Phone: 281-891-6125  Fax: 281-891-6126

slavikka@springisd.org

--

Rosalind G. Goudeau
Field Trip Coordinator
Spring ISD - Transportation Department
341 E. Richey Rd., Bldg. B.
Houston, TX 77073
Work Hours are 9:00 a.m. - 6:30p.m.
office 281-891-6490  ext. 513099  fax 281-891-6530
cell 713-884-5007
rgoudeau@springisd.org
FIELD TRIP GUIDELINES & PROCEDURES 2017-18
For Administrators, Sponsors & Coaches

Submitting Field Trip Requests:

1. All field trip requisitions must be entered at www.myschoolbuilding.com, at least 10 business days prior to the date of the event. Last minute trips must be entered by your campus administrator. We cannot guarantee the availability of a driver for trips received after the 10 day window.
2. All requisitions must have the appropriate approvals through www.myschoolbuilding.com, and budget code before they can be scheduled.
3. Trips that occur during regular school hours Monday through Friday should be scheduled to depart and return between the hours of 9:00 a.m. and 2:00 p.m. Regular bus routes must be our first priority. Trips requested that are not scheduled between these times will be approved based on available resources (buses and drivers), and “first come first served.”
4. Field Trips should not be scheduled on the days STAAR Tests are being administered.
5. Non-UIL trips that occur after school hours Monday through Friday should be scheduled to depart no earlier than 4:45 p.m. Please arrange for a coach to drop the trip if you must leave earlier than 4:45 p.m. We can arrange for a driver to pick up the trip later in the evening if needed.
6. Trips requested that are not scheduled between these times will be approved on available resources (buses and drivers), and “first come first served.” It may be necessary to adjust trip times to accommodate your request.
7. No Field Trips the Last Day of School.

Field Trip Bus Availability:

The Transportation Department will make UIL & CTE buses available between the hours of 7:00 a.m. and 9:30 a.m. and between 2:00 p.m. and 5:00 p.m. Please schedule buses for only the actual time needed for the activity. We will attempt to provide buses for lunch/dinner, etc.; however, we cannot guarantee the activity itself. Please do not assume a bus & driver will be available to take you to lunch or dinner unless it has been confirmed by the Field Trip Coordinator in advance.

Field Trip Confirmation, Changes and Cancellations:

Field Trips must be confirmed 48 hours prior to the date of the event, either by phone or e-mail to the Field Trip Coordinator.

Field trip changes and cancellations must be in writing. These must be e-mailed to the Transportation Field Trip Coordinator - Rgoudeau@springisd.org at least 24 business hours prior to the date of the trip. A charge of $30.00 per bus for school days and $45.00 per bus for Saturday’s will be charged to the requisitioning campus for all trips that are not cancelled before the bus/buses arrive(s) at the campus.
Bus Trip Costs:

1. All extracurricular trips are currently charged at a rate of $4.98 per mile. This rate is reviewed and subject to change annually.
2. All mileage is calculated from Transportation to destination and back to Transportation.
3. Field Trip buses are now equipped with EZ Tags. If an EZ tag is used, these charges will be added to your field trip billing.

Sponsored Trips:

1. At least one sponsor/coach/teacher must be on each bus. Sponsors are to assist the driver with managing the students and are required to maintain a safe, orderly atmosphere on the bus, and supervise clean-up; post trip. When possible, sponsors should be seated in the front and rear of the bus. A seating chart should be prepared in advance and given to the driver at the time of boarding.
2. The sponsor is in charge of the field trip. The driver is in charge of the bus. Drivers should not be asked to watch over or be responsible for items left on the bus or to sit with students. Students should remain with the group and no items should be left on the bus that may be needed during the event with the exception of lunches.
3. Students should exit and enter through the front passenger door only. The rear door exit is for emergency purposes only.
4. The driver and sponsor should agree on a departure time and location. Departure time should enable the bus/driver to be back in district by 2:00 p.m. for routes. Sponsors should not ask drivers to stay later or go anywhere not pre-approved or designated on the trip requisition.
5. All lunch destinations should be listed on the trip requisition form.
6. Lunches, lunch boxes, uniforms, athletic equipment, etc., should never block the back door, aisle or windows of the bus. If possible, when parents escort the trip in personal vehicles, lunch items should be transported with them.
7. If the driver plans to leave for any reason, he will notify the sponsor where he/she is going and when they will return. The driver and sponsor should exchange cell phone numbers in case of emergency.
8. Sponsors, coaches, teachers, or students may not be picked up at or taken to their home. Trips start and end at the campuses.
9. School age children of sponsors are allowed to ride on the bus with the permission of a School Administrator, on a space available basis. They must follow all safety rules and are the sole responsibility of the parent.
10. Drivers are responsible for destination directions and information. Sponsors, coaches and teachers should discuss any particular concerns with transportation at least 48 hours in advance of the trip.
11. Buses should be returned clean - swept, trash emptied, with windows raised.
12. If the bus has unpreventable cleaning issues such as a muddy floor due to a wet and rainy track meet, etc., and cannot be cleaned upon return, the coach/driver/sponsor should report this to the shop foreman immediately upon return. A $25.00 cleaning fee will be added to the trip charges for failure to comply.
Coach Driven Trips:

All rules listed above apply with the exception/addition of the items listed below.

1. At no time should students disembarking the bus be allowed to exit or jump out of, the back emergency exit doors. If equipment must be loaded or unloaded through the emergency back door exit, one student should remain inside and one should exit through the passenger door and assist from the outside.
2. Any non-emergency mechanical issues noted during the trip should be reported immediately upon return to the transportation center.
3. Any mechanical issue needing immediate attention should be reported to the persons/numbers listed on the trip requisition.
4. Trip buses are also used on routes and should be returned clean - trash emptied, floors swept, windows raised, and in a manner ready for use the next morning/route. A cleaning fee of $25.00 may be deducted from the trip pay for failure to comply. If the bus assigned to you is not clean upon arrival, please report this to the transportation department.
5. Pre-trip and post-trip inspections are required. This form is included in your field trip packet and should be completed & returned with the field trip ticket.
6. State Law requires you have a seating chart and present evacuation procedures to your group before proceeding on your field trip. A seating chart and Evacuation Script is included in your packet.
7. Mileage must be recorded on the field trip ticket. Mileage should begin and end at Transportation.
8. Failure to complete paperwork may result in delayed pay.
9. Any accident or incident should be reported to proper authorities, including Transportation, immediately upon occurring.

Final Reminders:

Please ensure that all sponsors understand and abide by the following reminders:

- The driver is responsible for the safety and well being of the students being transported and all instructions should be adhered to.
- The driver is a fellow professional and should be treated with respect and dignity at all times.
- Students should observe and obey all safety rules posted.
- Students should enter, ride and exit in a safe, orderly manner. The bus driver may refuse to transport any students until all students are safely seated, noise is at an appropriate level for the driver to drive safely and order has been maintained.
- Do not allow eating or drinking on the bus unless pre-approved through the Transportation department. Please plan for proper clean up during and after the trip.
- Do not allow students to change clothing during the trip, be up and moving about, or to spray substances such as hair spray or cologne during the trip. All students and sponsors should be properly seated during the trip.
- Please do not allow students to sing or play musical instruments unless pre-approved by the driver.
- Please plan trips with travel and traffic time in mind so as to arrive promptly and return in time for routes. The maximum speed our buses can travel is 50 m.p.h.
- Please do not request a certain driver. Trips are assigned on a rotation basis.
- Please report any driver/bus concerns to the Director of Transportation.
<table>
<thead>
<tr>
<th>Campus:</th>
<th>Route / Bus #:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Window:</td>
<td>2. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>3. Window:</td>
<td>4. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>5. Window:</td>
<td>6. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>7. Window:</td>
<td>8. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>9. Window:</td>
<td>10. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>11. Window:</td>
<td>12. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>13. Window:</td>
<td>14. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>15. Window:</td>
<td>16. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>17. Window:</td>
<td>18. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>19. Window:</td>
<td>20. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>21. Window:</td>
<td>22. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
<tr>
<td>23. Window:</td>
<td>24. Window:</td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td>Middle:</td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td>Aisle:</td>
<td></td>
</tr>
</tbody>
</table>

Driver Signature: ________________

Driver Name (Print): ________________
For further information, questions, concerns, or problems please call:

Rosalind Goudeau  
Field Trip Coordinator  
281-891-6490  
713-884-5007  
EXT# 513099

Keith Kaup  
Director  
281-891-6490

Kathy Barny  
Assistant Director  
281-891-6490  
281-891-6496

Renee Davis  
Supervisor  
281-891-6490  
281-891-6495

Nora Cepda, Tim Pullings, Valarie Blaha  
Routing Coordinators  
281-891-6490

Kevin Kreitz  
Fleet Manager  
281-891-6547  
281-216-8393

Mechanical Technician  
Mike Durr 832-696-3901  
Jesse Bankston 936-777-5858

Spring Transportation  
341 East Richey Rd. Bldg B  
281-891-6490 / Shop 281-891-6500
# FIELD TRIP SEATING CHART (60 ES, 48 MS & 45 HS)

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Route / Bus #:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Window:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisle:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Driver Signature

Driver Name (Print)
Quick Step Guide for TripDirect Requesters

How to Register/Log in

1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Press the Enter key or click on Go. Enter the account number 312914877 then click on Submit Organization. Or you can use the following link to access the login page:

https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=312914877

HELPFUL INFORMATION: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

2) You will be prompted to enter your email address then click Submit. If you have been to this website before and have entered a trip request into the system, you are already registered as a user. Enter your email address then proceed to page 2, “How to Submit a request”.

Welcome! To begin, please enter your email address below.

<table>
<thead>
<tr>
<th>Email Address</th>
<th><a href="mailto:requester@dude.nett">requester@dude.nett</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td></td>
</tr>
</tbody>
</table>

3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click Submit to continue.

<table>
<thead>
<tr>
<th>Email Address</th>
<th><a href="mailto:requester@dude.nett">requester@dude.nett</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Submit</td>
<td></td>
</tr>
</tbody>
</table>

4) Enter your first name then click Submit. The Phone, Cell Number, and Pager fields are optional; however you may be required to enter your phone number on the next page.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester</td>
<td>Smith</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:requester@dude.nett">requester@dude.nett</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Pager</td>
</tr>
<tr>
<td>Cellular Phone</td>
<td></td>
</tr>
<tr>
<td>Submit</td>
<td></td>
</tr>
</tbody>
</table>

SCHOOL DUDE

CLIENT SERVICE CENTER
(877) 968-3833
support@schooldude.com

Page | 1
How to Submit a Request

- Make sure you are on the Trip Request tab at the top of the screen.

NOTE: ANY FIELD MARKED WITH ☑ IS A REQUIRED FIELD

- The Booked By section will be filled in with your contact information according to how it was entered upon registration.
- Most of the fields within the Booking Details section are "required", such as the Trip Name, departing Location, and Organization. You may also need to select a Budget Code (if available).

- Select the Transportation Type that is needed for your trip. Click on the icon next to the Transportation Type description to select it.

- Enter the Trip Contact. Check the box next to Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information if you are going to be the contact person for the trip.
- Enter the Number of Students.
- You can add additional information for the trip in the Faculty, Supervising Adults, Educational Objective, and Special Needs and/or Trip Requirements boxes.
- Once the trip request form is completed, enter the submittal password of: Trips
- Click on the Submit Request button.
My Requests Tab

You can view any requests that you have entered into the system by clicking on the My Requests tab. Hover your mouse over the Shortcuts link and click on My Trip Requests. You will see a listing of any request that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

<table>
<thead>
<tr>
<th>Trip ID</th>
<th>Trip Name</th>
<th>Status</th>
<th>Location</th>
<th>Trip State</th>
<th>Trip Destination</th>
<th>Contact Name</th>
<th>Contact Phone</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>113</td>
<td>Football Practice</td>
<td>Approved</td>
<td>Dude High School</td>
<td>Active</td>
<td>High School</td>
<td>AHS Academic</td>
<td>Melinda Administrator</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>3/20/2008 3:15 PM</td>
<td></td>
<td>3/20/2008 9:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>5th Grade Trip</td>
<td>Approved</td>
<td>PLF-Andrew Jacksons Elementary</td>
<td>Active</td>
<td>Zoo</td>
<td>Andy Griffith Internal Events</td>
<td>Melinda Administrator</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>4/17/2013 9:00 AM</td>
<td></td>
<td>4/17/2013 3:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$180.00</td>
</tr>
</tbody>
</table>

On this screen you will see up-to-date information on your request including:

- Status
- Trip ID number for referencing.
- The Departure and Return Dates and Times.
- Estimated and actual costs associated with the trip.
- The trip contact person.

TIPS:

- You can search for any trip request by typing in a keyword in the box next to Search this results for then click on GO. This will pull up any of your requests according to the keyword that you searched for. (Example: If you types in “Athletics”, it would have pulled up any request dealing with Athletics).
- Click on the Trip Request Tab to enter a new request.
Need Help?

There are several ways to get help for any questions that you may have. Click on the Help link located in the upper right hand corner of your screen.

Once you click on Help link, you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the TripDirect Requester Manual as well as being able to access the Online Help page.

If you select the TD Requester Online Help option you can click on the links under the Table of Contents heading. These headings will explain further how to navigate through the MySchoolBuilding.com page.
Purchasing Procedures

The PVA office will fund some district wide events such as Pre-UIL Contest. Events that involve only your school should be funded by your campus PVA budget or activity account. For purchases made with your PVA budget, please be advised that strict purchasing procedures will be followed. You will be required to follow the procedures listed below. Failure to follow these procedures will place you in violation of School Board Policy.

1. Submit requests to the PVA for approval at least 20 business days prior to ordering need. The requests should be submitted on the electronic purchase order request form.
2. An official quote is needed for every purchase order request.
   a. An order form may not replace a quote.
   b. “Shopping cart” quotes are not accepted by the procurement office.
   c. Each quote must include the total cost including a shipping estimate (if needed).
3. You will be notified in writing upon approval/denial of your request from the PVA department.
4. Upon approval of your request, the PVA office will enter a purchase order into the system. This is not a green light to receive merchandise/services. You must wait to receive formal confirmation of your purchase order number.
5. Final approval of a purchase order is given only by the Purchasing Department. This process should be allowed a minimum of 5 business days after the PVA office creates the PO request.
6. Once you receive your approved purchase order, you are responsible for placing the order.
7. All merchandise is shipped directly to your campus. Once you receive the merchandise, you must send all final paperwork including an invoice to the PVA office. Finance will not release payment until all final documents are received and processed. Invoices or receipts received without purchase orders will not be paid by the district.
8. Blanket POs are no longer exist for PVA programs. All purchases (including all music vendors) require the creation of a purchase order prior to placing an order.

Purchasing requirements are district policy and will be adhered to very strictly. These procedures insure district payment.
### SPRING INDEPENDENT SCHOOL DISTRICT

**PURCHASE REQUISITION**

**THIS IS NOT A PURCHASE ORDER**

**PURCHASE ORDER NUMBER**

**VENDOR ID**

**VENDOR NAME AND ADDRESS**

**ATTENTION:**

**ACCOUNT NO.:**

**SPECIAL INSTRUCTIONS:**

**SHIPPING:**

**DISCOUNT:**

**REQUISITION CODES: (PRINTS ON RO)**

- MAIL P.O. - MP
- CONFIRMING P.O./MAIL* - CM
- CONFIRMING P.O./DO NOT MAIL* - CO
- DIRECT PAY* - DP
- PRE-PAY* - PP
- SEE ATTACHMENT* - SA
- RETURN TO ORIGINATOR* - RO

**DATE REQUIRED:**

**REQUESTED BY:**

**REQUESTED DATE:**

**APPROVED BY:**

**APPROVAL DATE:**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>UNIT OF MEA</th>
<th>CATALOG NUMBER</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ORDER #: 0**

**THIS DOCUMENT IS NOT A PURCHASE ORDER. ALL REGULAR PURCHASE ORDERS CARRY THE DISTRICT SEAL.**

26.1204 (REV.) 10/01
SPRING INDEPENDENT SCHOOL DISTRICT
REQUEST FOR OFFICE SUPPLIES

SCHOOL/DEPARTMENT: 

DELIVERY ADDRESS: 

CONTACT PERSON: 

PHONE: 

EMAIL: 

DATE: 

DANIEL OFFICE PRODUCTS 
PH: 281-292-3355  FAX: 281-292-3430

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PAGE #</th>
<th>MANUFACTURER NAME</th>
<th>STOCK NUMBER</th>
<th>COLOR</th>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

Special Instructions/Comments (if applicable):

BUDGET CODE: 

ACCOUNT CODE: 

APPROVAL NAME / TITLE (Principal or Department Head): 

APPROVAL SIGNATURE: 

Rev. 02/01/2016
WAREHOUSE INVENTORY REQUISITION

NAME__________________________________________________________

DEPARTMENT____________________________________________________

DATE__________________________BUDGET CODE_______________________

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PRODUCT NUMBER</th>
<th>ITEM DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(final cost may differ slightly) COMPLETING THIS COLUMN IS OPTIONAL</td>
</tr>
</tbody>
</table>

REMARKS

__________________________________________________________

__________________________________________________________

__________________________________________________________

ORIGINATOR__DATE__PRINCIPAL__DATE__
Memorandum

To: New Spring ISD Vendors
From: Paul Young, Director – Purchasing/Contracts
Re: New Vendor Packet

All new vendors seeking to do business with Spring Independent School District (Spring ISD) must complete and submit a New Vendor Packet prior to engaging with the District. The New Vendor Packet consists of the following documents:

1. **Vendor Information Form (required of all vendors)**;
2. **Conflict of Interest Questionnaire – Form CIQ** (required only if a conflict of interest exists that must be disclosed, as stipulated by Chapter 176, Local Government Code);
3. **Felony Conviction Statement Notice** (required of all vendors, as stipulated by Texas Senate Bill No. 1, Section 44.034);
4. **Senate Bill 9 Contractor/Subcontractor Certification Form(s)** (required of vendors and their subcontractors involved in providing a service to Spring ISD within District grounds);
5. **Form W-9 (required of all vendors)**.

The completed vendor packet must be submitted to the attention of Erica Banda (Buyer Assistant) via fax at (281) 891-6466 or email at ebanda@springisd.org. If a Spring ISD representative requested that you submit this vendor packet, please include the name of the individual on your fax or email. Upon receipt of all required documents, you and/or your entity will be set up in the vendor database within Spring ISD’s financial system. Please be aware that being set up as a vendor in this database does not necessarily signify that you or your entity is either an “authorized” or “contracted vendor”.

**Spring ISD e-Bid System Registration:**

Spring ISD uses a Web-based bidding system (e-Bid System) that includes an electronic process for vendor registration and bidding. Existing and potential vendors/suppliers interested in competing in the formal bidding process for competitively awarded contracts must register in the Spring ISD eBid System at https://springisd.ionwave.net/Login.aspx, to be included in the Bidders List and to receive automated notifications of new bid opportunities based the categories of commodities they have selected.

To view a list of the contracted goods and/or services normally awarded by Spring ISD through a formal bidding process, please visit the following website: https://web.springisd.org/purchasing/.

Sincerely,

Paul Young
Director – Purchasing/Contracts

Procurement Services Department
16717 Ella Blvd. * Houston, Texas 77090 * Tel: 281.891.6465 * Fax: 281.891.6466 * www.springisd.org
Spring Independent School District
Vendor Information Form

Trade Name (dba): ____________________________________________________________

Legal Name (if different): ____________________________________________________

Website: __________________________________________________________________

Primary Address (Headquarters):
City: ___________________________ State: _______ Zip Code: ________________
Country: __________________________________________________________________
Phone: (_____) _______ - ___________ Fax: (_____) _______ - ___________

Remittance Address (For Payments):
City: ___________________________ State: _______ Zip Code: ________________
Country: __________________________________________________________________
Phone: (_____) _______ - ___________ Fax: (_____) _______ - ___________

Primary Contact Name (Account Rep.): _______________________________________
Title: __________________________________________________________________
City: ___________________________ State: _______ Zip Code: ________________
Country (If other than U.S.A.): __________________________________________________________________
Email: __________________________________________________________________
Phone: (_____) _______ - ___________ Fax: (_____) _______ - ___________

Category of goods and/or services provided by your company:
________________________________________________________________________
________________________________________________________________________

Business Type (Check All that Apply):

Retailer
Wholesaler
Manufacturer
Distributor
Independent Contractor
Consultant
Service Provider
Manufacturer Agent
Broker

Years in Business: ________ No. of Employees Nationwide: ____ No. of Employees in Texas: ______

Company name that will be shown on your invoice for payment:
________________________________________________________________________

Contact name, email address, and phone number where Purchase Orders (P.O.'s) are to be submitted for order
processing: __________________________________________________________________

Special instructions to be referenced on P.O.'s – if any (e.g. Bid #; Vendor contract #, etc):
________________________________________________________________________
________________________________________________________________________
CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

VENDOR INSTRUCTIONS

BACKGROUND:

In accordance with Chapter 176, Local Government Code, the enclosed Conflict of Interest Questionnaire (Form CIQ) must be completed by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A complete copy of Chapter 176 of the Texas Local Government Code may be found at the following website: http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm

VENDOR / INDEPENDENT CONTRACTOR INSTRUCTIONS: The next 2 pages include a copy of the Conflict of Interest Questionnaire (Form CIQ) and further information to assist vendors/Providers in determining whether they meet the criteria that requires them to complete and file this form with the school district.

The following websites are provided to better assist vendors in determining whether a conflict of interest exists with any local government officer of Spring ISD:

- **Board of Trustees:** A current listing of Spring ISD’s Board of Trustees is available on the District’s website at the following URL address: http://www.springsisd.org/default.aspx?name=board.trustees

- **Superintendent’s Cabinet:** A current listing of Spring ISD’s Superintendent’s Cabinet is available on the District’s website at the following URL address: http://www.springsisd.org/default.aspx?name=cabinet

- **Other District Staff:** A current listing of Spring ISD’s Principals, Assistant Principals, Directors and above is available on the attached EXHIBIT A – SPRING ISD LOCAL GOVERNMENT OFFICERS.

Form Submission Instructions: Vendors that meet the criteria for disclosing a conflict of interest must submit a completed questionnaire (Form CIQ) to the District’s Procurement Office either via email at contracts@springsisd.org or via U.S. First Class mail to the following address: Spring Independent School District, Procurement Services Office, Attn: Conflict of Interest Disclosures, 16717 Ella Blvd., Houston, TX 77090.

v. 6.29.2016
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 178, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.005(a).

By law, this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.005(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1. Name of vendor who has a business relationship with local governmental entity.

2. [ ] Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.

   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

      [ ] Yes  [ ] No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

      [ ] Yes  [ ] No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6. [ ] Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. Signature of vendor doing business with the governmental entity  [ ]

   Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2015

v. 6.29.2016
CONFlict of interest questionnaire
For vendor doing business with local governmental entity

A complete copy of chapter 176 of the local government code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/L.G.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "business relationship" means a connection between two or more parties based on commercial activity of one of the parties. the term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor;
(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (e-1)
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by section 176.003(a)(2)(B), excluding any gift described by section 176.003(e-1); or
(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by subsection (a);
(B) that the vendor has given one or more gifts described by subsection (a); or
(C) of a family relationship with a local government officer.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position Description</th>
<th>School / Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACEVEDO</td>
<td>JUANITA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>NORTHGATE ES</td>
</tr>
<tr>
<td>ALEXANDER-DUNLAP</td>
<td>SHERRY</td>
<td>PRINCIPAL</td>
<td>HERITAGE ES</td>
</tr>
<tr>
<td>ALONSO</td>
<td>BEATRIZ</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BAMMEL ES</td>
</tr>
<tr>
<td>AMERSON</td>
<td>DEMONICA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>CLAUFTON MS</td>
</tr>
<tr>
<td>ANDERSON</td>
<td>ELVIS</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>CLAUFTON MS</td>
</tr>
<tr>
<td>ARMELIN</td>
<td>TODD</td>
<td>PRINCIPAL</td>
<td>WINSHIP ES</td>
</tr>
<tr>
<td>ARREOLA</td>
<td>DANA</td>
<td>PRINCIPAL</td>
<td>CLARK INT (CIES)</td>
</tr>
<tr>
<td>BACHEMIN</td>
<td>MICAH</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>BAMMEL MS</td>
</tr>
<tr>
<td>BAILEY</td>
<td>ANDREW</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>DEKANFY HS</td>
</tr>
<tr>
<td>BANKS</td>
<td>KEVIN</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>ROBERSON MS</td>
</tr>
<tr>
<td>BARNES</td>
<td>MIKIA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>BAILEY MS</td>
</tr>
<tr>
<td>BAXTER</td>
<td>DAVID</td>
<td>PRINCIPAL</td>
<td>CLAUFTON MS</td>
</tr>
<tr>
<td>BENNETT</td>
<td>TESS</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>BERLITZ</td>
<td>SHANNA</td>
<td>PRINCIPAL</td>
<td>PONDEROSA ES</td>
</tr>
<tr>
<td>BIGSBY</td>
<td>VALYNCA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BENEKE ES</td>
</tr>
<tr>
<td>BOSTICK</td>
<td>BENJAMIN</td>
<td>PRINCIPAL</td>
<td>DUEITT MS</td>
</tr>
<tr>
<td>BROWN</td>
<td>KRISTI</td>
<td>PRINCIPAL</td>
<td>NORTHGATE ES</td>
</tr>
<tr>
<td>BRUMSEY</td>
<td>CECELIA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>ROBERSON MS</td>
</tr>
<tr>
<td>BULLER</td>
<td>DIANE</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>HOYLAND ES</td>
</tr>
<tr>
<td>&quot;RAMPATAN&quot;</td>
<td>PAUL</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>CASAS</td>
<td>YVETTE</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>REYNOLDS ES</td>
</tr>
<tr>
<td>COLE</td>
<td>ELISA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>LEWIS ES</td>
</tr>
<tr>
<td>COLSTON</td>
<td>JEFF</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>DILLARD</td>
<td>SHAMETHIA</td>
<td>PRINCIPAL</td>
<td>MAJOR ES</td>
</tr>
<tr>
<td>COX</td>
<td>KELLEY</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>SALLYERS ES</td>
</tr>
<tr>
<td>CRANFORD</td>
<td>AMY</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>SMITH ES</td>
</tr>
<tr>
<td>CULLEY</td>
<td>KIMBERLY</td>
<td>PRINCIPAL</td>
<td>SMITH ES</td>
</tr>
<tr>
<td>DAWKINS</td>
<td>CNE</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>HIRSCH ES</td>
</tr>
<tr>
<td>DAY</td>
<td>VERNECCA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>LINK ES</td>
</tr>
<tr>
<td>DRAKE</td>
<td>AMY</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>DUNCAN</td>
<td>MATTHEW</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BURCHETT ES</td>
</tr>
<tr>
<td>EASON</td>
<td>SHIMONA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BURCHETT ES</td>
</tr>
<tr>
<td>EVERTON</td>
<td>AMANDA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>MARSHALL ES</td>
</tr>
<tr>
<td>FALCON</td>
<td>KRISTIN</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>ANDERSON ES</td>
</tr>
<tr>
<td>FISHER</td>
<td>KATHERINE</td>
<td>ASSOC PRINCIPAL-ADMIN HS</td>
<td>DEKANFY HS</td>
</tr>
<tr>
<td>FLORES</td>
<td>GEORGE</td>
<td>PRINCIPAL</td>
<td>MEYER ES</td>
</tr>
<tr>
<td>FLOWERS</td>
<td>JOHN</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BAMMEL ES</td>
</tr>
<tr>
<td>GARGANTA</td>
<td>RENE</td>
<td>PRINCIPAL</td>
<td>EARLY COLLEGE ACADEMY</td>
</tr>
<tr>
<td>GEIGER</td>
<td>SHARON</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>CLAUFTON MS</td>
</tr>
<tr>
<td>GOLDEN</td>
<td>JAMES</td>
<td>ASSOC PRINCIPAL-INSTRUCT HS</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>GOMEZ</td>
<td>CYNTHIA</td>
<td>PRINCIPAL</td>
<td>HOYLAND ES</td>
</tr>
<tr>
<td>&quot;NZALEZ&quot;</td>
<td>ARLENE</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>WELLS MS</td>
</tr>
<tr>
<td>GONZALEZ</td>
<td>LETICIA</td>
<td>PRINCIPAL</td>
<td>COOPER ES</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Position Description</td>
<td>School / Department</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>----------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>GOSTON</td>
<td>JEFFREY</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>DEKANEY HS</td>
</tr>
<tr>
<td>GREEN</td>
<td>ROBERT</td>
<td>PRINCIPAL</td>
<td>EICKENROHT ES</td>
</tr>
<tr>
<td>JIGSBY</td>
<td>LA'QUESHA</td>
<td>ASSOC PRINCIPAL-ADMIN HS</td>
<td>WUNSCHER HS</td>
</tr>
<tr>
<td>GROUNDS</td>
<td>LETICIA</td>
<td>PRINCIPAL</td>
<td>SLYERS ES</td>
</tr>
<tr>
<td>GUIDRY</td>
<td>KRISTINE</td>
<td>ACADEMIC DEAN</td>
<td>EARLY COLLEGE ACADEMY</td>
</tr>
<tr>
<td>HAASE</td>
<td>SUSAN</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WUNSCHER HS</td>
</tr>
<tr>
<td>HARRIS</td>
<td>LATRACY</td>
<td>PRINCIPAL</td>
<td>BENEKE ES</td>
</tr>
<tr>
<td>HICE</td>
<td>ADELLE</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>BAILEY MS</td>
</tr>
<tr>
<td>HILL</td>
<td>VAUGHN</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>WELLS MS</td>
</tr>
<tr>
<td>HUBBARD</td>
<td>JEREMY</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>WELLS MS</td>
</tr>
<tr>
<td>JEFFERSON</td>
<td>JEWEL</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BAMMEL ES</td>
</tr>
<tr>
<td>JESTER</td>
<td>DENNIS</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>JOHNSON</td>
<td>SARAHDIA</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>DEKANEY HS</td>
</tr>
<tr>
<td>JONES</td>
<td>KAREN</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>JORDAN</td>
<td>ROBERT</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>HOYLAND ES</td>
</tr>
<tr>
<td>KHAN</td>
<td>MYRIAM</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>KIESO</td>
<td>BRENTA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>WINSHIP ES</td>
</tr>
<tr>
<td>KIMBERLY</td>
<td>DIANA</td>
<td>PRINCIPAL</td>
<td>MARSHALL ES</td>
</tr>
<tr>
<td>LEAL</td>
<td>GRACE</td>
<td>PRINCIPAL</td>
<td>LEWIS ES</td>
</tr>
<tr>
<td>LEDAY</td>
<td>COREY</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>DEKANEY HS</td>
</tr>
<tr>
<td>LEE</td>
<td>MICHELLE</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>COOPER ES</td>
</tr>
<tr>
<td>LEFLORE</td>
<td>MARCUS</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>THOMPSON ES</td>
</tr>
<tr>
<td>LEWIS</td>
<td>HENRI</td>
<td>PRINCIPAL</td>
<td>WELLS MS</td>
</tr>
<tr>
<td>LONG</td>
<td>ROBERT</td>
<td>PRINCIPAL</td>
<td>THOMPSON ES</td>
</tr>
<tr>
<td>UIS</td>
<td>RODNEY</td>
<td>PRINCIPAL</td>
<td>REYNOLDS ES</td>
</tr>
<tr>
<td>MACARI</td>
<td>GAIL</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>ROBERSON MS</td>
</tr>
<tr>
<td>Maldonado</td>
<td>JAIRO</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>BAMMEL MS</td>
</tr>
<tr>
<td>Malveaux</td>
<td>SHAILEH</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WUNSCHER HS</td>
</tr>
<tr>
<td>MASON</td>
<td>DAVID</td>
<td>ASSOC PRINCIPAL-ADMIN HS</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>MASON</td>
<td>RHONDA</td>
<td>PRINCIPAL</td>
<td>CLARK PRIMARY (CPES)</td>
</tr>
<tr>
<td>MORRIS</td>
<td>BASAL</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>MORRISON</td>
<td>LEE</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>MEYER ES</td>
</tr>
<tr>
<td>MUELLER</td>
<td>JAMES</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>Murchison</td>
<td>JENNIFER</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>Nickerson</td>
<td>GRACE</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>PAZ</td>
<td>JOHNNY</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>DEKANEY HS</td>
</tr>
<tr>
<td>PEREZ</td>
<td>NIDIA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>CLARK PRIMARY (CPES)</td>
</tr>
<tr>
<td>PICARD</td>
<td>CATHERINE</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>ROBERSON MS</td>
</tr>
<tr>
<td>PONCE</td>
<td>DANIEL</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WUNSCHER HS</td>
</tr>
<tr>
<td>Puentez</td>
<td>HASID</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>MAJOR ES</td>
</tr>
<tr>
<td>REECE</td>
<td>BRENDEN</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>PONDEROSA ES</td>
</tr>
<tr>
<td>Reynolds</td>
<td>ALONZO</td>
<td>PRINCIPAL</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>Robinson</td>
<td>DESMOND</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>BAMMEL MS</td>
</tr>
<tr>
<td>Robinson</td>
<td>TARYNCE</td>
<td>PRINCIPAL</td>
<td>BAILEY MS</td>
</tr>
<tr>
<td>Rodgers</td>
<td>STACY</td>
<td>ASSOC PRINCIPAL-INSTRUCT HS</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>Russell</td>
<td>TRENTH</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>DUEITZ MS</td>
</tr>
<tr>
<td>J &amp; M</td>
<td>AUDREY</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>WELLS MS</td>
</tr>
<tr>
<td>Schmidt</td>
<td>CHAD</td>
<td>PRINCIPAL</td>
<td>ANDERSON ES</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Position Description</td>
<td>School / Department</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>----------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>SIERRA</td>
<td>TAINA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>BAILEY MS</td>
</tr>
<tr>
<td>SIMMONS</td>
<td>TIA</td>
<td>PRINCIPAL</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>YON</td>
<td>CHASTITY</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>CLARK INT (CIES)</td>
</tr>
<tr>
<td>SIMMONS</td>
<td>SONYA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>TWIN CREEKS MS</td>
</tr>
<tr>
<td>SMITH</td>
<td>KERRI</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>DUEITT MS</td>
</tr>
<tr>
<td>SMITH</td>
<td>SHAWNE</td>
<td>ASSOC PRINCIPAL-MS (226)</td>
<td>TWIN CREEKS MS</td>
</tr>
<tr>
<td>STARLING</td>
<td>JOHN</td>
<td>ASST PRINCIPAL-HS (212)</td>
<td>WESTFIELD HS</td>
</tr>
<tr>
<td>STITH</td>
<td>TANJANEKI</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>HERITAGE ES</td>
</tr>
<tr>
<td>STRIBLING</td>
<td>SANTARIO</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BOOKER ES</td>
</tr>
<tr>
<td>TABOR</td>
<td>DANA</td>
<td>ASSOC PRINCIPAL-INSTRUCT HS</td>
<td>WUNSCHER HS</td>
</tr>
<tr>
<td>TAYLOR</td>
<td>AYANNA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>MCNABB ES</td>
</tr>
<tr>
<td>TAYLOR</td>
<td>EBI_NO</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>CLAUGHTON MS</td>
</tr>
<tr>
<td>THOMPSON</td>
<td>ROBERT</td>
<td>PRINCIPAL</td>
<td>WUNSCHER HS</td>
</tr>
<tr>
<td>TIGNER</td>
<td>YOLONDA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>CLARK PRIMARY (CPES)</td>
</tr>
<tr>
<td>TRENT</td>
<td>HANNIBAL</td>
<td>ASSOC PRINCIPAL-ADMIN HS</td>
<td>SPRING HS</td>
</tr>
<tr>
<td>TREVINOS-JONES</td>
<td>DONNA</td>
<td>PRINCIPAL</td>
<td>LINK ES</td>
</tr>
<tr>
<td>TYLER</td>
<td>SHEILA</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>EICKENROHT ES</td>
</tr>
<tr>
<td>VAUGHAN</td>
<td>WESLEY</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>JENKINS ES</td>
</tr>
<tr>
<td>VILLOTA</td>
<td>DARIO</td>
<td>PRINCIPAL</td>
<td>TWIN CREEKS MS</td>
</tr>
<tr>
<td>WALKER</td>
<td>MICHAEL</td>
<td>PRINCIPAL</td>
<td>BURCHETT ES</td>
</tr>
<tr>
<td>WALKER</td>
<td>TRACEY</td>
<td>PRINCIPAL</td>
<td>ROBERSON MS</td>
</tr>
<tr>
<td>WARFORD</td>
<td>MELISSA</td>
<td>PRINCIPAL</td>
<td>MCNABB ES</td>
</tr>
<tr>
<td>WESTON</td>
<td>TIFFANY</td>
<td>PRINCIPAL</td>
<td>JENKINS ES</td>
</tr>
<tr>
<td>WILCOX</td>
<td>TIFFANY</td>
<td>ASSOC PRINCIPAL-INSTRUCT HS</td>
<td>DEKANEY HS</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>KENISHA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>TWIN CREEKS MS</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>TATIA</td>
<td>ASST PRINCIPAL-MS (207)</td>
<td>BAMMEL MS</td>
</tr>
<tr>
<td>WILSON</td>
<td>ROOSEVELT</td>
<td>PRINCIPAL</td>
<td>HIRSCH ES</td>
</tr>
<tr>
<td>WOMACK</td>
<td>RAEKEISHA</td>
<td>PRINCIPAL</td>
<td>BOOKER ES</td>
</tr>
<tr>
<td>WRIGHT</td>
<td>MEEWAN</td>
<td>ASST PRINCIPAL-ES (198)</td>
<td>BOOKER ES</td>
</tr>
</tbody>
</table>

(To be Determined)

(To be Determined)
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position Description</th>
<th>School / Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEN</td>
<td>JULIE</td>
<td>GENERAL COUNSEL</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>LEN-CROWDER</td>
<td>CHRISTINA</td>
<td>DIR-SPECIAL PROJECTS GRANT WRITER</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>AMENDOLA</td>
<td>ALFRED</td>
<td>DIR-ATHLETICS</td>
<td>ADMIN-ATHLETICS</td>
</tr>
<tr>
<td>AZAIEZ</td>
<td>HAFEDH</td>
<td>ASST SUPT-MIDDLE SCHOOLS</td>
<td>ADMIN-OFFICE SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>BESEDA</td>
<td>MARY</td>
<td>DIR-INSTRUCTIONAL TECHNOLOGY</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>BINKLEY</td>
<td>JEREMY</td>
<td>DIR-BOARD AND LEGAL S VCS</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>BRADFORD</td>
<td>KHECHARA</td>
<td>DIR-LITERACY</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>BRENZ</td>
<td>FREDERICK</td>
<td>DIR-INFRASTRUCTURE</td>
<td>ADMIN-TECHNOLOGY</td>
</tr>
<tr>
<td>BROWNLOW</td>
<td>JOHN</td>
<td>EXEC DIR-FACILITY S VCS</td>
<td>CONSTRUCTION &amp; ENERGY</td>
</tr>
<tr>
<td>CARRIER</td>
<td>ISAAC</td>
<td>ASST SUPT-HIGH SCHOOLS</td>
<td>ADMIN-OFFICE SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>CARTER</td>
<td>LAQUITA</td>
<td>OFFICER-SCHOOL SUPPORT</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>CARTER</td>
<td>JORGANNIE</td>
<td>EXEC DIR-FINANCIAL S VCS</td>
<td>ADMIN-FINANCE</td>
</tr>
<tr>
<td>CLARK</td>
<td>JOSEPH</td>
<td>DIR-PERFORMING AND VISUAL ARTS</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>CLINE</td>
<td>KELLY</td>
<td>DIR-FEDERAL PROGRAM-EVALUATION</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>COPELAND</td>
<td>SHELLY</td>
<td>DIR-CHILD NUTRITION</td>
<td>CHILD NUTRITION-ADMIN</td>
</tr>
<tr>
<td>DAVID</td>
<td>PAMELA</td>
<td>DIR-COMPENSATION-BENEFITS</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>DAVILA</td>
<td>TIFFANY</td>
<td>CHIEF COMMUNICATIONS OFFICER</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>DE LA GUARDIA</td>
<td>IMELDA</td>
<td>OFFICER-STUDENT SUPPORT S VCS</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>ELLISON</td>
<td>PHILLIP</td>
<td>EXEC DIR-SUPPLY CHAIN S VCS</td>
<td>PROCUREMENT</td>
</tr>
<tr>
<td>FARINAS</td>
<td>PAMELA</td>
<td>DIR-SCHOOL IMPROVEMENT</td>
<td>OFFICE SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>FONTENO</td>
<td>KIMBERLY</td>
<td>OFFICER-WORKFORCE DEVELOPMENT</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>GARRISON</td>
<td>KAREN</td>
<td>DIR-COMMUNITY ENGAGEMENT</td>
<td>ADMIN-COMMUNICATIONS</td>
</tr>
<tr>
<td>GARZA</td>
<td>VANESSA</td>
<td>POLICE CAPTAIN</td>
<td>POLICE</td>
</tr>
<tr>
<td>JAHAM</td>
<td>DEBORAH</td>
<td>MANAGER-OFFICE SCHOOL LEADERSHIP</td>
<td>OFFICE SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>HERNANDEZ</td>
<td>BERRY</td>
<td>DIR-PROFESSIONAL LEARNING-ELEM</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>HESS</td>
<td>CHRISTINE</td>
<td>DIR-SPECIAL S VCS DEVT</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>HILL</td>
<td>JULIE</td>
<td>CHIEF OF STAFF</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>HINOJOSA</td>
<td>LUPITA</td>
<td>CHIEF ACADEMIC OFFICER</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>HYDER, III</td>
<td>H.P.</td>
<td>DIR-ACADEMIC SUPPORT SERVICES</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>JOHNSON</td>
<td>KEVIN</td>
<td>DIR-DISTRIBUTION SERVICES</td>
<td>PROCUREMENT</td>
</tr>
<tr>
<td>JONES</td>
<td>VERMEILLE</td>
<td>MANAGER-EMPLOYEE RELATIONS</td>
<td>HUMAN RESOURCES</td>
</tr>
<tr>
<td>JONES TAYLOR</td>
<td>CARLA</td>
<td>DIR-COMPLIANCE</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>KAUP</td>
<td>KEITH</td>
<td>DIR-TRANSPORTATION</td>
<td>TRANSPORTATION-CONTRACT</td>
</tr>
<tr>
<td>KELCHNER</td>
<td>LAURA</td>
<td>DIR-DATA MANAGEMENT SYSTEMS</td>
<td>ADMIN-DATA MGMT AND COMPLIANCE</td>
</tr>
<tr>
<td>KOHRMANN</td>
<td>JEFFRY</td>
<td>OFFICER-INFORMATION TECHNOLOGY</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>LAFLEUR</td>
<td>BOBBY</td>
<td>DIR-APPLICATIONS SUPPORT</td>
<td>ADMIN-TECHNOLOGY</td>
</tr>
<tr>
<td>LENTZ</td>
<td>CARRIE</td>
<td>DIR-CORE CONTENT</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>LEUNG</td>
<td>BENJAMIN</td>
<td>DIR-TECHNICAL SUPPORT SERVICES</td>
<td>ADMIN-TECHNOLOGY</td>
</tr>
<tr>
<td>MCKETHAN</td>
<td>DEONE</td>
<td>CHIEF HUMAN RESOURCES OFFICER</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>MENDOZA</td>
<td>MARIE</td>
<td>DIR-MULTILINGUAL PROGRAMS</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>MIRANDA</td>
<td>MARK</td>
<td>CHIEF OPERATING OFFICER</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>MITCHELL</td>
<td>VICTOR</td>
<td>CHIEF OF POLICE</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>MORRIS</td>
<td>ALANA</td>
<td>ASST SUPT-CURR AND INSTRUCTION</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>ORELLANA</td>
<td>NOELI</td>
<td>DIR-CORE CONTENT SPANISH-LANG ARTS</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>RAKER</td>
<td>JEANNE</td>
<td>DIR-NURSING</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>ZECKHAM</td>
<td>DANIELLE</td>
<td>DIR-SPECIAL PROJECTS</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>PELEZO</td>
<td>SUSAN</td>
<td>DIR-PROFESSIONAL LEARNING-SEC</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>PETTERSSON COBB</td>
<td>JENNIFER</td>
<td>ASST SUPT-RESEARCH-ACCTBLTY-TESTING</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Position Description</td>
<td>School / Department</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>PORTER</td>
<td>JEANNINE</td>
<td>DIR-TALENT ACQUISITION AND RETENT</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>REED</td>
<td>SHELEAH</td>
<td>EXEC DIR-COMMUNICATION</td>
<td>ADMIN-COMMUNICATIONS</td>
</tr>
<tr>
<td>SELL</td>
<td>KIMBERLY</td>
<td>DIR-SEC SOCIAL STUDIES</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>SANDING</td>
<td>ANN</td>
<td>OFFICER-DATA MANAGEMENT</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>SHERWOOD</td>
<td>MARGARET</td>
<td>DIR-SPECIAL EDUCATION</td>
<td>ADMIN-SPECIAL EDUCATION</td>
</tr>
<tr>
<td>SHOLMIRE</td>
<td>FREDERICK</td>
<td>DIR-FACILITY MANAGEMENT</td>
<td>MAINT-CONTACT</td>
</tr>
<tr>
<td>SIMON</td>
<td>DARYL</td>
<td>DIR-SAFETY AND RISK MANAGEMENT</td>
<td>ADMIN-SAFETY &amp; RISK MGMT</td>
</tr>
<tr>
<td>SINGH</td>
<td>NEELAM</td>
<td>DIR-SEC SCIENCE</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>SMITH</td>
<td>MARIANNE</td>
<td>TAX ASSESSOR-COLLECTOR</td>
<td>ADMIN-TAX OFFICE</td>
</tr>
<tr>
<td>SOLIS</td>
<td>MARIA</td>
<td>DIR-EARLY CHILDHOOD PROGRAM</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>STARR</td>
<td>MICHELLE</td>
<td>ASST SUPT-ELEM ZONE I</td>
<td>ADMIN-OFFICE SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>TAYLOR</td>
<td>TURKESSA</td>
<td>DIR-ACCOUNTABILITY</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>TAYLOR</td>
<td>CAROL</td>
<td>DIR-BUSINESS SYSTEMS</td>
<td>ADMIN-FINANCE</td>
</tr>
<tr>
<td>TIPTON</td>
<td>LINSEY</td>
<td>DIR-CORE CONTENT</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>TOPEK</td>
<td>LAUREN</td>
<td>ASST SUPT-SPECIAL PROJECTS</td>
<td>ADMIN-OFFICE CHIEF OF STAFF</td>
</tr>
<tr>
<td>VESSEL</td>
<td>KANIKA</td>
<td>DIR-SEC MATHEMATICS</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>WALKER</td>
<td>FREDERICK</td>
<td>DIR-OPERATIONS</td>
<td>OPERATIONS-CONTRACT</td>
</tr>
<tr>
<td>WARFORD</td>
<td>JENNIFER</td>
<td>DIR-ELEM SOCIAL STUDIES</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>WARFORD</td>
<td>STEPHEN</td>
<td>DIR-NEW HIRE INDUCTION</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>WATSON</td>
<td>RODNEY</td>
<td>SUPERINTENDENT</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>WATSON</td>
<td>NATASHA</td>
<td>ASST SUPT-ELEM ZONE II</td>
<td>ADMIN-OFFICE SCHOOL LEADERSHIP</td>
</tr>
<tr>
<td>WELCH</td>
<td>MARY</td>
<td>DIR-ACCOUNTING</td>
<td>ADMIN-FINANCE</td>
</tr>
<tr>
<td>WESTBROOKS</td>
<td>WILLIE</td>
<td>CHIEF FINANCIAL OFFICER</td>
<td>ADMIN-SUPERINTENDENT OFFICE</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>CYNTHIA</td>
<td>DIR-CAREER AND TECHNOLOGY</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>WILLIAMS-BRICE</td>
<td>TAMEKA</td>
<td>OFFICER-HUMAN RESOURCES</td>
<td>ADMIN-HUMAN RESOURCES</td>
</tr>
<tr>
<td>WILSON</td>
<td>JEANNINE</td>
<td>DIR-DATA QUALITY</td>
<td>ADMIN-DATA MGMT AND COMPLIANCE</td>
</tr>
<tr>
<td>YOUNG</td>
<td>PAUL</td>
<td>DIR-PURCHASING</td>
<td>PROCUREMENT SERVICES</td>
</tr>
<tr>
<td>YOUNG</td>
<td>SCOTT</td>
<td>DIR-SEC ENG-LANG ARTS</td>
<td>ADMIN-ACADEMICS</td>
</tr>
<tr>
<td>ZIMMERMANN</td>
<td>DENISE</td>
<td>DIR-GUIDANCE AND COUNSELING</td>
<td>OFFICE SCHOOL LEADERSHIP</td>
</tr>
</tbody>
</table>
SPRING INDEPENDENT SCHOOL DISTRICT

FELONY CONVICTION STATEMENT NOTICE

State of Texas Legislative Senate Bill No. 1 Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into an agreement with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

Subsection (b) states “a school district may terminate the agreement with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a), or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract”.

Subsection (c) states “this section does not apply to a publicly held corporation”.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

Contractor’s Name/Company Name: ________________________________

Authorized Official’s Name (Printed or Typed): ________________________________

You must select one and sign below:

☐ Firm is a publicly held corporation; therefore the above reporting requirement does not apply per Section 44.034, Texas Education Code, Subsection (c).

☐ Contractor/Firm is not owned nor operated by anyone who has been convicted of a felony.

☐ Contractor/Firm is operated or owned by the following individual(s) who has/have been convicted of a felony:

Name of Individual(s): ________________________________________________

Detail of Conviction(s): ________________________________________________

(Aattach additional pages if necessary.)

Signature of Company Official: ___________________________________________

Date: ______________
SB 9 Contractor Certification: Contractor Employees

Background: Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to Spring ISD that they have complied and must obtain similar certifications from their subcontractors. See SB 9 Contractor Certification: Subcontractor attachment. The law requires each contractor to obtain the criminal histories of its covered employees. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety’s Crime Records Service at 512.424.2474.

Definitions:
Covered employees: Employees of a contractor who have or will have continuing duties related to the service to be performed at a school district and have or will have direct contact with students. Spring ISD will be the final arbiter of what constitutes continuing duties and direct contact with students.

Disqualifying criminal history: (1) a conviction or other criminal history information designated by Spring ISD; (2) a felony or misdemeanor offense that would prevent a person from being employed under Texas Education Code § 22.085(a), that is: if at the time of the offense, the victim was under 18 or was enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense on conviction for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an offense under federal law or the laws of another state that is equivalent to (a) or (b).

On behalf of __________________________ (“Contractor”), I, the undersigned authorized signatory for Contractor, certify to Spring Independent School District (“Spring ISD”) that [check one]:

[ ] None of Contractor’s employees are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

[ ] Some or all of Contractor’s employees are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify Spring ISD in writing within 3 business days.

(3) Upon request, Contractor will provide Spring ISD with the name and any other requested information of covered employees so that Spring ISD may obtain criminal history record information on the covered employees.

If Spring ISD objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at Spring ISD.

I also certify to Spring ISD on behalf of Contractor that Contractor has obtained certifications from its subcontractors of compliance with Texas Education Code, Chapter 22.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Signature __________________________ Title __________________________ Date __________________________
SB 9 Contractor Certification: Subcontractor

**Background:** Texas Education Code Chapter 22 requires entities that contract with school district contractors to obtain criminal history records regarding covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Subcontractors must certify to Spring ISD and to the contractor that they have complied. The law requires each subcontractor to obtain the criminal histories of its covered employees. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety’s Crime Records Service at 512.424.2474.

**Definitions:**
- **Covered employees:** Employees of a subcontractor who have or will have continuing duties related to the service to be performed at a school district and have or will have direct contact with students. Spring ISD will be the final arbiter of what constitutes *continuing duties* and *direct contact* with students.
- **Disqualifying criminal history:** (1) a conviction or other criminal history information designated by Spring ISD; (2) a felony or misdemeanor offense that would prevent a person from being employed under Texas Education Code § 22.085(a), that is: if at the time of the offense, the victim was under 18 or was enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense on conviction for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an offense under federal law or the laws of another state that is equivalent to (a) or (b).

Subcontractor has entered into a contract with ___________________________ ("Contractor"), to provide services in connection with the contract between Spring Independent School District ("Spring ISD") and Contractor. I, the authorized signatory for Subcontractor, certify to Spring ISD and Contractor that [check one]:

- [ ] None of Subcontractor’s employees are covered employees, as defined above. If this box is checked, I further certify that Subcontractor has taken precautions or imposed conditions to ensure that its employees will not become covered employees. Subcontractor will maintain these precautions or conditions throughout the time the contracted services are provided.
- Or

- [ ] Some or all of Subcontractor’s employees are covered employees. If this box is checked, I further certify that:
  1. Subcontractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
  2. If Subcontractor receives information that a covered employee subsequently has a reported criminal history, Subcontractor will immediately remove the covered employee from contract duties and notify Spring ISD in writing within 3 business days.
  3. Upon request, Subcontractor will provide Spring ISD with the name and any other requested information of covered employees so that Spring ISD may obtain criminal history record information on the covered employees.

If Spring ISD objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Subcontractor agrees to discontinue using that covered employee to provide services at Spring ISD.

I also certify to Spring ISD and Contractor on behalf of Subcontractor that Subcontractor has obtained certifications from its subcontractors of compliance with Texas Education Code, Chapter 22. Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Subcontractor Signature ___________________________ Company Name, Title ___________________________ Date ___________________________
Request for Taxpayer Identification Number and Certification

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name (disregarded entity name, if different from above)

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - Corporation (C)
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=s corporation, S=small corporation, P=partnership)
   - Other (see instructions)

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments in tax law may affect all information and instructions for this Form. Use only the latest edition of Form W-9 instructions. For information about concepts not covered in these instructions, visit IRS.gov.

Purpose of Form

An individual or entity (from W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of Information returns include, but are not limited to, the following:

- Form 1098 (interest paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-T (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)
- Form 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1098-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X Form W-9 (Rev. 12-2014)
Note. If you are a U.S. person and a requester give you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8332 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (and section number, if applicable) of the treaty article that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with reasonable basis that results in no withholding, you are subject to a $50 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ as line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-3(b)(1)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.
Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the “Limited Liability Company” box and enter “P” in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the “Limited Liability Company” box and in the space provided enter “C” for C corporation or “S” for S corporation. If it is a single-member LLC that is disregarded entity, do not check the “Limited Liability Company” box. Instead check the first box in line 3 “Individual/sole proprietor or single-member LLC.”

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.
• Generally, individuals (including sole proprietors) are not exempt from backup withholding.
• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(k)(3)
2—The United States or any of its agencies or Instrumentalities
3—a state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
4—a foreign government or any of its political subdivisions, agencies, or Instrumentalities
5—a corporation
6—a dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7—a futures commission merchant registered with the Commodity Futures Trading Commission
8—a real estate investment trust
9—an entity registered at all times during the tax year under the Investment Company Act of 1940
10—a common trust fund operated by a bank under section 594(a)
11—a financial institution
12—a middleman known in the investment community as a nominee or custodian
13—a trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $500 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

1 See Form 1099-MISC, Nontaxable Income, and its instructions.
2 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045A, and payments for services paid by a federal executive agency.
3 Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on this line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(3)
B—the United States or any of its agencies or Instrumentalities
C—a state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or Instrumentalities
D—a corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(5)
E—a corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)
F—a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G—a real estate investment trust
H—a regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I—an common trust fund as defined in section 584(a)
J—a bank as defined in section 581
K—a broker
L—a trust exempt from tax under section 664 or described in section 4947 held by a trust
M—a tax exempt trust under section 403(b) plan or section 457(g) plan
N—Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5
Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6
Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (TIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as a separate entity, either separate from its owner (see Limited Liability Company (LLC) on this page), enter the owner's SSN or EIN, if the owner has one. Do not enter the disregarded entity’s EIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1111. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can obtain an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and check "Applies For." In the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily transferable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Cautions: A disregarded U.S. entity taxed as a foreign owner must use the appropriate Form W-8.
Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For joint accounts, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code earlier.

Signature requirements. Complete the certification as indicated in Items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. Other payments include payments made in the course of the requestor's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network payments, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage Interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA, or HSA, contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The Individual</td>
</tr>
<tr>
<td>2. Two or more individuals [joint account]</td>
<td>The individual owner of the account or, if combined funds, the first individual on the account</td>
</tr>
<tr>
<td>3. Custodian account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>4. a. The usual revocable savings trust (grantor also trustee)</td>
<td>The grantor-trustee</td>
</tr>
<tr>
<td>b. So-called trust account that is not a legal or valid trust under state law</td>
<td>The actual owner</td>
</tr>
<tr>
<td>5. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>6. Grantor trust filling under Optional Form 1998 Filing Method 1 [see Regulations section 1.671-1(b)(5)(i)(A)]</td>
<td>The grantor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and EIN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Disregarded entity not owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>8. A valid trust, estate, or pension trust</td>
<td>Legal entity</td>
</tr>
<tr>
<td>9. Corporation or LLC elected corporate status on Form 8932 or Form 2553</td>
<td>The corporation</td>
</tr>
<tr>
<td>10. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>11. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>12. A broker or registered nominee</td>
<td>The broker or nominee</td>
</tr>
<tr>
<td>13. Account with the Department of Agriculture in the name of a public entity such as a state or local government, school district, or prison that receives agricultural program payments</td>
<td>The public entity</td>
</tr>
<tr>
<td>14. Grantor trust filling under the Form 1041 Filing Method 2 or the Optional Form 1041 Filing Method 2 [see Regulations section 1.671-1(b)(5)(ii)(B)]</td>
<td>The trust</td>
</tr>
</tbody>
</table>

---

1 List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

2 Circle the minor's name and furnish the minor's SSN.
Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency
SPRING INDEPENDENT SCHOOL DISTRICT 74-6002339
Address (Street & number, P.O. Box or Route number) 16717 Ella Blvd.
City, State, ZIP code Houston, Texas 77090
Phone (Area code and number) 281-891-6000

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: __________________________

Street address: __________________________ City, State, ZIP code: __________________________

Description of Items to be purchased or on the attached order or invoice:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Purchaser claims this exemption for the following reason:

School District

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser

Sign here: __________________________

Title: Asst. Superintendent of Financial Services

Date: __________________________

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax “Exemption Numbers” or “Tax Exempt” Numbers do not exist.

This certificate should be furnished to the supplier.

Do not send the completed certificate to the Comptroller of Public Accounts.
### District of Innovation

**INSTRUCTIONAL CALENDAR**

#### 2018-2019

<table>
<thead>
<tr>
<th>Month</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 2018</strong></td>
<td>Labor Day 1, 2, 3, 4, 5, 6, 7</td>
</tr>
<tr>
<td></td>
<td>Fall Holiday 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30</td>
</tr>
<tr>
<td><strong>August 2018</strong></td>
<td>Staff Development 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>September 2018</strong></td>
<td>Staff Development 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>October 2018</strong></td>
<td>Thanksgiving Break 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>November 2018</strong></td>
<td>Staff Development 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>December 2018</strong></td>
<td>Staff Development 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>January 2019</strong></td>
<td>Winter Break 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>February 2019</strong></td>
<td>Early Dismissal Day 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>March 2019</strong></td>
<td>Martin Luther King Jr. Day 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>April 2019</strong></td>
<td>Spring Break 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>May 2019</strong></td>
<td>Memorial Day 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
<tr>
<td><strong>June 2019</strong></td>
<td>Summertime 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31</td>
</tr>
</tbody>
</table>

### Student Holidays
- Sept. 3: Labor Day
- Sept. 21: Staff Development
- Oct. 8: Fall Holiday
- Nov. 9: Staff Development
- Nov. 19-23: Thanksgiving Break
- Dec. 19 - Jan. 11: Winter Break
- Jan. 7: Staff Development
- Jan. 21: Martin Luther King Jr. Day
- Feb. 15: Staff Development
- March 11-15: Spring Break
- April 5: Staff Development
- April 19: Spring Holiday
- May 27: Memorial Day

### Important Dates
- Aug. 7: Teachers Report to Work
- Aug. 15: First Day of School for Students
- Dec. 18: Last Day of First Semester
- Jan. 8: First Day of Second Semester
- May 30: Last Day of School for Students
- May 31: Last Day for Teachers

### Staff Professional Development Days
- Sept. 21: Staff Development
- Nov. 9: Staff Development
- Jan. 7: Staff Development
- Feb. 15: Staff Development
- Apr. 5: Staff Development

### Prekindergarten Grading Periods
- 3 Cycles
  - Aug. 15 - Nov. 9
  - Nov. 12 - Feb. 22
  - Feb. 25 - May 30

### Elementary Grading Periods
- 4 Cycles
  - Aug. 15 - Oct. 19
  - Oct. 22 - Jan. 11
  - Jan. 14 - Mar. 22
  - Mar. 25 - May 30

### Secondary Grading Periods
- 6 Cycles
  - Aug. 15 - Sept. 20
  - Sept. 24 - Nov. 2
  - Nov. 5 - Dec. 18
  - Jan. 8 - Feb. 22
  - Feb. 25 - Apr. 12
  - Apr. 15 - May 30

#### Key
- **Holiday**
- **Staff Professional Development Day**
- **Early Dismissal Day**
- **Teacher Preparation Day**
- **Make-up Day (if needed)**
- **Summer Professional Development Opportunities**

---

**16717 Ella Blvd. • Houston, Texas 77090-4213 • 281-891-6000 • Fax 281-891-6006 • www.springisd.org**
11
   ● Laylat al Kadr * - Islam
15-17
   ○ Eid al Fitr - Ramadan ends * - Islam
15
   ○ Saint Vladimir Day - Christian
16
   ○ Guru Arjan martyrdom - Sikh
19
   ○ New Church Day - Swedenborgian Christian
20
   ○ Waqf al Arafah - Hajj Day * - Islam
21
   ○ First Nations Day - Canadian Native People
   ○ Litha - Yule * - Wicca/Pagan Northern and Southern hemispheres
29
   ○ Feast Day of Saints Peter and Paul - Christian

Definitions

JULY 2018

9
   ○ Martyrdom of the Bab * - Baha'i
11
   ○ St Benedict Day - Catholic Christian
13-15
   ○ Obon (Ulambana) ** - Buddhist - Shinto
15
   ○ St. Vladimir the Great Day - Orthodox Christian
22
   ○ Tish'a B'ayy * - Jewish
24
   ○ Pioneer Day - Mormon Christian
25
   ○ St. James the Great Day - Christian
27
   ○ Asalha Puja Day ** - Buddhist

Definitions

AUGUST 2018

1
   ○ Lammas - Christian
   ○ Fast in Honor of Holy Mother of Jesus - Orthodox Christian
2
   ○ Lughnassad - Imbolc * - Wicca/Pagan Northern and Southern Hemispheres
6
   ○ Transfiguration of the Lord - Orthodox Christian
15
   ○ Assumption of Blessed Virgin Mary - Catholic Christian
September 2018

- 1
  - Religious year begins - Orthodox Christian
- 3
  - Krishna Janmashtami ** - Hindu
- 8
  - Nativity of Virgin Mary - Christian
- 10-11
  - Rosh Hashannah * - Jewish
- 12
  - Hijra - New Year * - Islam
- 13
  - Ganesh Chaturthi ** - Hindu
- 14
  - Elevation of the Life Giving Cross (Holy Cross) - Christian
  - Paryushana Parva ** - Jain
- 19
  - Yom Kippur * - Jewish
- 21
  - Ashura * - Islam
- 22 Equinox
  - Mabon - Ostara* - Wicca Northern and Southern hemispheres
- 24-31
  - Sukkot * - Jewish
- 27
  - Meskal - Ethiopian Orthodox Christian
- 29
  - Michael and All Angels - Christian

Definitions

October 2018

- 1
  - Shemini Atzeret * - Jewish
- 2
  - Simchat Torah * - Jewish
- 4
  - St Francis Day - Catholic Christian
  - Blessing of the Animals - Christian
- 8
  - Thanksgiving - Canada - Interfaith
- 9-16
○ Navaratri ** - Hindu
• 18
  ○ St. Luke, Apostle & Evangelist - Christian
• 19
  ○ **Dasara** - Hindu
• 20
  ○ Birth of the Báb * - Baha'i
  ○ Installation of Scriptures as Guru Granth - Sikh
• 28
  ○ Reformation Day ** - Protestant Christian
  ○ Milvian Bridge Day - Christian
• 31
  ○ All Hallows Eve - Christian
  ○ Reformation Day - Protestant Christian

Definitions

NOVEMBER 2018

• 1
  ○ All Saints Day - Christian
  ○ **Samhain - Beltane** * - Wicca/Pagan Northern and Southern hemispheres
• 2
  ○ All Souls Day - Catholic Christian
• 7
  ○ Diwali - Sikh - Jain - Hindu
• 8
  ○ Jain New Year ** - Jain
  ○ Vikram New Year ** - Hindu
• 12
  ○ Birth of Baha'u'llah * - Baha'i
• 15
  ○ Nativity Fast begins - ends Dec. 24 - Orthodox Christian
• 21
  ○ Mawlid an Nabi * - Islam
• 22
  ○ Thanksgiving USA - Interfaith
• 23
  ○ Guru Nanak Dev Sahib birthday - Sikh
• 25
  ○ Christ the King - Christian
• 26
  ○ Day of the Covenant * - Baha'i
• 28
  ○ Ascension of 'Abdu'l-Baha * - Baha'i
• 30
  ○ St. Andrew's Day - Christian

Definitions

DECEMBER 2018
• 2-24
  o Advent - Christian
• 3-10
  o Hanukkah * - Jewish
• 6
  o Saint Nicholas Day - Christian
• 8
  o Bodhi Day (Rohatsu) - Buddhist
  o Immaculate Conception of Mary - Catholic Christian
• 12
  o Feast day - Our Lady of Guadalupe - Catholic Christian
• 16-25
  o Posadas Navidenas - Hispanic Christian
• 21
  o Yule - Christian
• 21 Solstice
  o Yule - Litha * - Wicca/Pagan Northern and Southern hemispheres
  o Saint Thomas the Apostle - Christian
  o Yule - Christian
• 24
  o Christmas Eve - Christian
• 25
  o Christmas * - Christian
  o Feast of the Nativity ** - Orthodox Christian
• 26
  o Zarathosht Diso (Death of Prophet Zarathushtra)** - Zoroastrian
  o St Stephen's Day - Christian
• 28
  o Holy Innocents - Christian
• 30
  o Holy Family - Catholic Christian
• 31
  o Watch Night - Christian

**Definitions**

Updated on August 23, 2017

Return to Interfaith Calendar Home Page
2019

Note: 1. * Holy days usually begin at sundown the day before this date.
2. ** Local or regional customs may use a variation of this date.

BOLD CAPITAL LETTERS - Most important holy dates for religions

**JANUARY 2019**

- 1
  - Mary, Mother of God - Catholic Christian
  - Feast Day of St Basil - Orthodox Christian
  - Gantan-sai (New Years) - Shinto
  - Feast of the Holy Name of Jesus - Orthodox Christian
- 5
  - Twelfth Night - Christian
  - Guru Gobindh Singh birthday - Sikh
- 6
  - Epiphany - Christian
  - Feast of the Epiphany (Theophany) - Orthodox Christian
  - Dia de los Reyes (Three Kings Day) - Christian
  - Nativity of Christ - Armenian Orthodox
- 7
  - **Feast of the Nativity** ** - Orthodox Christian
- 8
  - Feast of the Holy Family - Catholic Christian
- 13
  - Maghi - Sikh
  - Baptism of the Lord Jesus - Christian
- 17
  - Blessing of the Animals - Hispanic Catholic Christian
- 18-25
  - Week of Prayer for Christian Unity - Christian
- 19
  - Timkat - Ethiopian Orthodox Christian
- 20
  - World Religion Day - Baha'i
  - Tu BiShavat - Jewish
- 21-23
  - Mahayana New Year ** - Buddhist
- 25
  - Conversion of St. Paul - Christian

**Definitions**
FEBRUARY 2019

2
- Candlemas - Presentation of Christ in the Temple - Christian
- Imbolc - Lughnasad * - Wicca/Pagan - Northern and Southern hemispheres
- Saint Brighid of Kildare - Celtic Christian

3
- St. Blaze Day - Christian
- Setsebun-sai (beginning of spring) - Shinto

3
- Four Chaplains Sunday - Interfaith

5
- Chinese New Year - Confucian, Daoist, Buddhist

8
- Nirvana Day - Buddhism

10
- Cheesefare Sunday
  - Orthodox Christian

12
- Triodion - Orthodox Christian

14
- St. Valentine’s Day - Christian

15
- Nirvana Day ** - Buddhist - Jain

17
- Triodion begins - Orthodox Christian

26
- Intercalary Days begin - Baha'i

Definitions

MARCH 2019

1
- St. David of Wales - Christian
- Intercalary Days end - Baha'i

2 - 20
- Nineteen Day Fast * - Baha'i

3
- Meatfare Sunday - Orthodox Christian
- Transfiguration Sunday - Christian

5
- Shrovetide Tuesday - Christian

6
- Ash Wednesday - Lent begins - Christian

10
- Orthodox Sunday - Orthodox Christian

11
- Clean Monday - Great Lent begins - Orthodox Christian

13
- Birthday of L. Ron Hubbard - Scientology

17
• St. Patrick's Day - Christian

• 19
  • St. Joseph's Day - Christian

• 20 Equinox
  • Ostara - Mabon * - Wicca/Pagan Northern and Southern hemispheres

• 21
  • Norooz (New Year) - Persian/Zoroastrian
  • Naw-Rúz (New Year) * - Baha'i
  • Hola Mohalla - Sikh
  • Magha Puja Day ** - Buddhist
  • Lord's Evening Meal - Jehovah's Witness Christian
  • Purim * - Jewish

• 25
  • Annunciation of the Blessed Virgin Mary - Christian

• 28
  • Khordad Sal (Birth of Prophet Zarathushtra) ** - Zoroastrian

Definitions

April 2019

• 3
  • Laylat al Miraj * - Islam

• 9
  • Mahavir Jayanti ** - Jain

• 14
  • Baisakhi (Vaisakhi) - Sikh
  • Palm Sunday - Christian

• 17
  • Orthodox Sunday - Orthodox Christian

• 18
  • Maundy Thursday - Christian

• 19-21
  • Theravadin New Year ** - Buddhist

• 19
  • Good Friday - Christian

• 20-27
  • Pesach * - Jewish

• 20
  • Lazarus Saturday - Orthodox Christian

• 21
  • Easter - Christian
  • First Day of Ridvan * - Baha'i
  • Lailat al Bara'ah * - Islam
  • Palm Sunday - Orthodox Christian

• 23
  • St. George's Day - Christian

• 26
  • Holy Friday - Orthodox Christian

• 28
  • Pascha - Easter - Orthodox Christian
- 29
  - Ninth Day of Ridvan - Baha'i
- 30
  - St. James the Great Day - Orthodox Christian

Definitions

MAY 2019

- 1
  - **Beltane - Samhain** - Wicca/Pagan - Northern and Southern hemispheres
- 2
  - Last day of Ridvan - Baha'i
  - National Day of Prayer USA - Interfaith
  - Yom HaShoah - Jewish
- 3
  - Saints Philip & James - Christian
- 6
  - **Ramadan** begins - Islam
- 9
  - Yom Ha'Atzmaut - Jewish
- 18
  - **Visakha Puja** - Buddha Day - Buddhist
- 23
  - **Declaration of the Bab** - Baha'i
  - Lag B'Omer - Jewish
- 29
  - **Ascension of Baha' u'llah** - Baha'i
- 30
  - Ascension of Jesus - Christian

Definitions

JUNE 2019

- 1
  - Laylat al Kadr - Islam
- 5-7
  - **Eid al Fitr** - Islam
- 6
  - Ascension of Jesus - Orthodox Christian
- 9
  - St. Columba of Iona - Celtic Christian
  - **Pentecost** - Christian
- 9-10
  - Shavuot - Jewish
- 15
  - Saint Vladimir Day - Christian
- 16
  - Guru Arjan martyrdom - Sikh
  - Trinity Sunday - Christian

- 19
  - New Church Day - Swedenborgian Christian
- 20
  - Corpus Christi - Catholic Christian
- 21
  - Solstice
    - Litha - Yule * - Wicca/Pagan Northern and Southern hemispheres
- 22
  - First Nations Day - Canadian Native People
- 23
  - All Saints - Orthodox Christian
- 28
  - Sacred Heart of Jesus - Catholic Christian
- 29
  - Feast Day of Saints Peter and Paul - Christian

Definitions

JULY 2019

- 9
  - Martyrdom of the Bab * - Baha'i
- 11
  - St Benedict Day - Catholic Christian
- 13-15
  - Obon (Ulambana) ** - Buddhist/Shinto ?
- 15
  - St. Vladimir the Great Day - Orthodox Christian
- 16
  - Asalha Puja Day ** - Buddhist
- 24
  - Pioneer Day- Mormon Christian
- 25
  - St. James the Great Day - Christian

Definitions

AUGUST 2019

- 1
  - Lammas - Christian
  - Lughnassad - Imbolc * - Wicca/Pagan Northern and Southern hemispheres
  - Fast in Honor of Holy Mother of Jesus - Orthodox Christian
- 6
  - Transfiguration of the Lord - Orthodox Christian
- 10
  - Tish'a B'Av - Jewish
  - Waqf al Arafa * Islam
- 12-15
  - Eid al Adha * - Islam
- 15
  - Assumption of Blessed Virgin Mary - Catholic Christian
  - Dormition of the Theotokos - Orthodox Christian