



Mansfield Independent School District

Invitational Performance Submission



EMPLOYEE INFORMATION:

DATE: _____

CAMPUS: _____

ORGANIZATION: _____

PURPOSE OF REQUEST:

DATE FINAL APPROVAL NEEDED BY: _____

**PLEASE SUBMIT
AT LEAST 10
DAYS BEFORE
NEED BY DATE**

COMPLETE INFORMATION:

Event requires the expenditure of \$ _____

Approximately # of students: _____

Approximately # of directors: _____

of Chaperones (use the student travel guidelines for student/teacher ratio): _____

Date Range of Event: _____ Location of Event: _____

Ground Transportation: _____ or Air Transportation: _____

Yes or No - Parents have been communicated of personal financial obligation

Director of Program

Principal

**After principal
approval, forward
document to the fine
arts office.**

Approval

The proposed submission has been reviewed and approved.

Director of Fine Arts

Assistant Superintendent of Student Services

Assistant Superintendent of Curriculum and Instruction

Assistant Superintendent of Business and Finance

Deputy Superintendent

Superintendent

Denied:

The proposed submission has been reviewed and denied.

Assistant Superintendent of Student Services

Reason for Denial: