**REQUEST FOR OFF-CAMPUS EDUCATIONAL FIELD TRIP/STUDY**

Requesting Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposed Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Proposed Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Related Core Content: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe how this trip will enhance the content that you will be studying at the time of the trip**.

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**Describe the tasks that students will be required to complete during the trip that will be academically relevant and make the students accountable.**

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**Describe the follow-up activity that you will use in class after completion of the trip.**

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**Describe how you will assess the effectiveness of this Field Study**.

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**How will you pay for the bus and substitute teacher expenses?**

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**List all adults that will assist in the supervision of this trip.**

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**Are all of the adults listed above school district employees? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If no, have you verified that they are on the district approved volunteer list? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(\*No adult may accompany or supervise students on a school-sponsored trip if they are not on the approved volunteer list.)**

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**Mrs. Jeffries has reviewed the student trip list and will provide medical information and/or medication.**

**Approved by Mrs. Jeffries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Submit a complete list of students attending to the school registrar/attendance clerk at least two days prior to the trip. You must take roll after boarding the bus and notify the school registrar/attendance clerk immediately of any changes.**