



Title I

Educational Field Trip Pre-Approval Form

School: _____ Funding Source: TIPA UniSIG TSSSA

This activity is listed in the Comprehensive Needs Assessment and the School Improvement Plan: Yes No

Field Trip Details

Field Trip Title: _____ Date: _____

Location: _____

School personnel responsible for this activity: _____

Beginning Time: _____ Ending Time: _____

Grade Level(s) attending: _____ Maximum student participant: _____

Learning Objective for Students

Florida Standard(s): _____

Students will: _____

Describe the pre-field trip activities to prepare students for learning:

Lesson Plan is attached: Yes No

Follow-up activity that reinforces student learning related to student learning objectives:

Student work samples will be placed in Title I audit folder following field trip: Yes No

Long-term evaluation procedures and impact on student achievement:

Accountability: This activity supports the standards in the following academic areas

Reading Math Writing Science Social Studies Fine Arts

Estimated Costs of Field Trip Activities

Entry Fees (___ # students x \$ ___ /per student) \$ _____

* Entry fees for chaperones are not included

Transportation (___ # buses x \$ ___ /per bus) \$ _____

* Attach quote from Transportation Department/Charter Company

**Pre-Approval of these goods and services by Title I does not constitute approval by the Purchasing Department. The order for goods and services are only approved and authorized after the Purchasing Department reviews the Skyward requisition and any attachments, AND then issues a PO. Orders placed before Purchasing's approval violates Board Policy and State Statutes, as well as Federal Rules and Regulations.*

Principal's Signature / Date

Title I Director's Signature / Date