LT Approved 05/04/2011

Revision #: _____

FIELD TRIP PROPOSAL FORM

Instructions: Please submit this Field Trip Proposal form at the opening of the school year to provide the Principal with information about the grade-level standards-based education/unit plan and how the requested field trips support the plan. Grade-level teachers understand that the Field Trip must be noted on the proposal form, the Field Trip Planner/Requester must obtain prior approvals (e.g., Field Trip Proposal Form and the individual Field Trip Packet must be completed by the deadline), the Field Trip Proposal form must include the desired educational outcomes, alignment to the Academic Plan (or to grade-level standards), and submittal of the post-trip assessment of student attainment (of desired performance indicators) to the Principal within 2 weeks after the Field Trip. Deadlines and established Field Trip procedures must be followed. Multiple revisions to the Field Trip Proposal form is permitted.

Proposal for School Year: _____ Submittal Date: _____

Planned Field Trips for the School Year:

Trip	Target Date/Month	Field Trip Location / Description	Cite Relevance to Academic Plan/Grade-Level Unit Plan (Desired Outcome or Performance Standard that students are to Achieve)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SUBMITTED BY:

❑ Supporting Attachment: Grade-Level Standards-based Unit Plan for School Year

Grade-Level: _____ Name of Submitter: _____

GLC Signature: _____ Date: _____

-- SUBJECT TO AUDIT AND REVISION --

ADMINISTRATOR APPROVAL: ❑ Approved ❑ Conditional; revise/resubmit

❑ Declined ❑ Deadline/Procedural Concern

❑ GLC/Requester to Submit Post-Activity Student Evidence upon completion demonstrating desired student outcome(s).

_____

Principal/VP Signature Date

Field Trip Proposal Process