**Directions:** Districts must attach this Educational Field Trip Request Approval to the Attachments Tab in the Consolidated Application when submitting the district’s Title I, Part C budget. Form must be submitted and approved by MEP regional coordinator prior to the fieldtrip.

|  |  |
| --- | --- |
| **District:** | **Date(s) of Field Trip:** |
| **Teacher(s):** | **Estimated Number of Participants:** |
| **Destination:** | **Estimated Cost:** |
| **Implementation Plan (IP):** | **IP Approved: YES\_\_\_\_\_ NO\_\_\_\_\_** |

| \*1. Indicate the specific Georgia MEP Goal area/s identified in the LEA’s comprehensive needs assessment section that is addressed by this field trip. |
| --- |
| *Response:* |

| \*2. Describe how this field trip:   * Serves as an instructional strategy to meet the specific Georgia MEP Goal and Implementation Plan (IP) and * Is connected to the support of assisting students to achieve proficiency or an advanced status in relation to the Georgia MEP/State academic content standards. |
| --- |
| *Response:* |

| \*3. Describe both the pre and post field trip classroom instructional activities that are directly related to IP and this field trip. |
| --- |
| *Response:* |

|  |
| --- |
| \*4. Provide a written rationale to indicate that the expenditures for this field trip (i.e., admission, transportation, food, etc.) meet the supplement not supplant, allowable, reasonable and necessary standard of OMB Circular A-87. |
| *Response:* |

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Submitted by the District MEP Contact Date

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Approved by Regional MEP Office Coordinator Date