



Educational Field Trip Expenditure Request

Federal Program:		Other:		Public School	Private School
LEA/Subgrantee:			Date of Request:		
School:					
Teacher(s)/Grade Level/Content Area(s):					
CLIP Submission Year:					
Goal and Action Step(s) Addressed:					
Date(s) of Field Trip(s):					
Specific Need Identified in Comprehensive Needs Assessment (CNA)/Approved Grant Application Addressed with this Field Trip:					
Data from CNA/ Approved Grant Application Supporting the Field Trip:					
Title I, Part C Implementation Plan approved (when applicable):		Yes	No		
Estimated Total Number of Participants:	Estimated Student Number: EL Status of Students (applicable when funded with Title III, Part A): Yes	Estimated Teacher Number:	Estimated Chaperone Number:		
How were participants selected?					
Destination:					
Type of Transportation:					
Estimated Cost:	Federal Funds:		Other:		
<i>Reminder: Federal funds cannot pay for meals or personal items (such as field trip shirts)</i>					



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*1. Describe how this field trip:

Serves as an instructional strategy to meet the identified need, goal and action steps identified in the school's comprehensive needs assessment or approved grant application and schoolwide or targeted assistance plan, and supports the academic achievement of children in relation to the challenging State academic standards, a supportive learning environment and a well-rounded education particularly addressing the needs of the children who are failing, or are at-risk of failing, to meet the challenging State academic standards. Please state academic standard in response.

Title III, Part A English Learner Requirements (applicable when funded with Title III, Part A):

Specify the language instruction educational program goal, as noted in the district's CNA section or EL Program Information Plan, achieved by this field trip.

Describe how this field trip:

- Serves as a language instruction strategy to meet the specific language proficiency needs identified in the district's CNA or EL Program Information Plan, and
- Serves to support English learners in achieving English language proficiency and academic content mastery.

Title III, Part A Immigrant Requirements (applicable when funded with Title III, Part A):

Specify how the field trip will enhance the cultural/social opportunities for immigrant children and youth as noted in the LEAs Immigrant Program Plan.

Describe how this field trip (choose 1 or more)

- Supports basic instructional services directly attributable to the presence of immigrant children and youth (Newcomer Programs)
- Supports academic or career counseling for immigrant children and youth (career exploration and shadowing experiences, college visits, etc.)
- Supports instructional services designed to assist immigrant children and youth to achieve in U.S. schools, such as programs of introduction to the educational system and civics education (state capitol, courthouse, community services, etc.)

Response:

*2. Describe both the pre- and post-field trip classroom instructional activities that are directly related to this field trip. How will the effectiveness of these activities be evaluated?

Response:

*3. Provide a detailed list of the expenditures for this field trip (i.e., admission, transportation, etc.). Explain the school's rationale on why and how these Title X (federal program funding the activity) expenditures meet the intent of Title X and include an assurance that the expenditures are allowable, reasonable, necessary, and meet any supplement not supplant requirements.

Expenditures:

Rationale:

Note: In providing detail information about the field trip request please do not use acronyms. The program contact should send this form to the GaDOE Specialist prior to attaching the form in the Consolidated Application within the MyGaDOE portal when submitting the LEA's Title X budget.

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Teacher Requesting the Field Trip Date

Approved by the School's Principal Date

Approved by the District Federal Program Director/Coordinator Date

GaDOE Use Only

Approved by: Program Manager or Designee
Date:

The data in the needs assessment, goal, action steps and instructional strategies have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.

Revisions Requested: Date:

Note: Title II, Part A funds cannot be used for educational field trips as students are an unallowable participant for the use of Title II, Part A funds.