

Clint Independent School District

Field Trip Justification Form



Instructions

- 1. Form is to be completed by the Teacher / Sponsor of the trip.
- 2. Form requires the Principals approval prior to being submitted to the Instructional Services Department.
- 3. Campus office will submit this form along with a completed Sudent Trip Request Form for approval to the Instructional Services Department. This form must have a campus generated tracking number assigned to it, each campus office was provided an auto-numbering stamp for this purpose.
- 4. Once approved or Denied the Instructional Services Department will return the form to the campus for processing or revision.
- 5. Once received at the campus the office will process all purchase orders associated with this trip at the same time. Said PO's must contain the tracking number issued on the initial request in the intent line for tracking purposes.
- 6. Once completed the campus office will forward all back-up documentation including this form, student trip request form, draft po copies and any other relevant information to the Business Services Department. This documentation will be attached to the original purchase orders for tracking purposes.

Note Field trips are defined as any student trip not related to UIL or Co-Curricular Competitions.

Teacher / Sponsor Name:		Grade Level:
Campus / Department Name:		Subject:
TEKS(s) Addressed:		
Lesson(s) Objectives:		
Trip Relationship to TEKS(s) & Lesson(s) Objectives:		
Ditar Changan Astistica mbas das atin		
Prior Classroom Activities related to trip:		
Follow-up activities to evaluate trip:		
What provisions for a meaningful alternative activity will be prov	ided for the student(s) who can	not participate?:
Was this trip included as part of your campus CIP?	○Yes ○No	
Administrator Signature	Administrator Name	Date
Instructional Services Signature	Instructional Services N	ame Date