**Spartanburg School District 3**

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| **Field Study Request** |

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| **Staff Member Requesting**:First Name**:** | Last Name:  | School:  |
| Beginning Date of Trip:  | End Date of Trip:  | Overnight Stay: | Out of State Stay: |
| **Destination:**  | Mode of Transportation:  |
| Cost to Student:  | Was there fundraising done to defray the cost to students: [ ]  **YES** [ ]  **NO**  |
| Number of Staff/Chaperones attending: | Number of Students:  |
| **Justification & Documentation** |
| Is there a class or teacher study guide provided?  | **If not, please outline the purpose of the field study, how the site visit will enhance student learning and outline the major sights that will be seen**: |
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| What achievement standards will be addressed through this field study? |
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| Attach a copy of the proposed lesson plan that you will use to prepare students for this study. |
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| Attach a copy of the proposed lesson plan that you will use after the field study to reinforce the standard. |
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| How will this field study more actively engage students in the instruction? |
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| Teacher Signature: | Date of Request:  |
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| Principal Approval: | Date: |
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| Director of Academics Approval: | Date: |
|  |
| Superintendent Approval: | Date: |

**Revised 3-7-23**