**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: | | |
|  | | | | | | | | | |
| Director of Academics Approval: | | | | | | | Date: | | |
|  | | | | | | | | | |
| Superintendent Approval: | | | | | | | Date: | | |

**Revised 3-7-23**