



Field Trip Pre-Approval Request for Student

Family Name: _____
Student Names: _____
Course/Class: _____

Educational Purpose (how do these activities relate to a course or class):

Itinerary (Lesson Plan):

Dates of Activities:

Expected Costs (please detail on the back):

For Office Use Only

Approved

Not Approved

By: _____

Date: _____

Upon approval by the principal, expenses for field trips are to be submitted as reimbursements only and must meet specific requirements. Reimbursements may not be processed if the following requirements are not followed for a pre-approved field trip/camp/etc:

- Students must demonstrate what was learned and how it connects to the courses on their PER/ILP. Age-appropriate assignments will be negotiated with the teacher prior to the trip. Examples of such assignments are a one-page essay for a high school student or a picture essay for a primary student. These assignments are to be turned in with the reimbursement form to your site office CyberLynx certified teacher.
- The field trip/camp must be related to classes that the student is taking as part of his/her PER/ILP.
- The field trips must not be faith-based or doctrinal in nature or content.