



Tennessee Department of Education
Individualized Education Account (IEA) Program

Field Trip Pre-Approval Form

IEA funds may be used for educational field trips (e.g., to the zoo, museums, etc.) if they are pre-approved by the Tennessee Department of Education. Please refer to the *IEA Parent Handbook* for more information on field trip approval.

Directions: Please complete the following form, and submit your completed form through your IEA portal.

Student Name	
Student ID Number	
Account Holder Name	
Date	

Is the field trip educational? <i>Check correct box</i> <i>If no, the account holder <u>may not</u> use IEA funds for this field trip.</i>	Yes	No
Is the field trip out of state? <i>Check correct box</i> <i>If yes, the account holder <u>may not</u> use IEA funds for this field trip.</i>	Yes	No
What is the date of this field trip? <i>If field trip is overnight, the account holder <u>may not</u> use IEA funds for this field trip.</i>		
What is the name of the school that is conducting the fieldtrip?		



What is the educational class that this field trip is apart of?	
What is the name of the place you are going? (e.g., the Nashville Zoo)	
What is the physical address (street address, city, and zip code) of the destination for the field trip?	
Please list each anticipated fee for the fieldtrip including the name of the fee and estimated cost. (e.g., 1 admission ticket to the zoo - \$15.00)	

Account Holder Signature

Date

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