

Field Trip Checklist

The following information needs to be completed for all field trips. A folder with information marked with an asterisk (*) must be left with the office on the day of the trip.

- _____ 1. Request school permission. A Field Trip Approval Form must be signed by the principal. This application should be approved at least 15 days prior to the trip. (Attachment A)
- _____ 2. Request transportation before the 25th of the month prior to your trip through Mr. Turner.
- _____ 3. Send home a cover letter and parental permission slip for each student. Parents should be asked to list any medical problems or any medications students are taking on the permission slip. (Attachment B)
- _____ 4. Complete a master list of chaperones/teachers. This list is to be provided 5 days prior to field trip. * (Attachment C)
- _____ 5. Complete a list of students not participating in the field trip. Arrangements must be made for another teacher to keep any students not participating in the field trip. Work/activities should be provided for the students left at the school. * (Attachment D)
- _____ 6. Leave the field trip route in the office. * (Attachment E)
- _____ 7. Establish the estimated time of arrival back to school with arrangements made for student pick-up if the arrival time is after school dismissal time.
- _____ 8. Make arrangements for lunch if it is to be provided away from the school.
- _____ 9. Consult with the Lunchroom Manager regarding lunches to be prepared at school at least 10 days prior to the trip.
- _____ 10. A list of student's names/addresses/phone numbers will be provided by the office.*
- _____ 11. The office will provide arm bracelets for each student.
- _____ 12. Submit any needed purchase orders to the office no later than 2 weeks prior to the field trip.
- _____ 13. First Aid Kit – See Nurse 3-4 days in advance.