



Field Trip Check List

Approval and Permission

- ☐ Submit a Field Trip Request Form to your principal at least 3 weeks prior to the trip. Overnight and out-of-state field trips require board approval and 5 weeks prior notice.
 - The cost for chaperone fingerprinting is \$71. Call Annie at 749-6143 for an appointment.
 - Make sure your trip date does not conflict with other calendared activities.
- ☐ Call Transportation to reserve a bus. The Transportation Department will give you a quote. Be sure to include the quote on the Escape Trip Requisition. Complete and submit the Field Trip Request Form to your principal for their approval.
 - The Transportation Department must arrange and book all private charter bus services to ensure the appropriate certifications. Call Diane at 749-6198. Skipping this step will result in your trip being cancelled.
- ☐ School office personnel will enter the Trip Requisition into Escape. If the trip is being billed to an outside entity, including a PTA or ASB, a note must be put in the notepad with the contact person and billing address. Call Accounts Payable at 749-6121 with the information.
- ☐ Send your signed Field Trip Request Form to the Categorical Department for District approval.
- ☐ After receiving a copy of the District approved Field Trip Request Form, send notification to parents along with the Voluntary Excursion/Field Trip Notice and Medical Authorization - Minor Form. The parent letter should include: destination and routes to be taken; educational purpose; date of trip; itinerary - with time of departure and arrival estimated time of other stops; and special details of interest to parents - clothing, lunches, costs, etc.
- ☐ Give the office a reference copy. Each student must return a signed Voluntary Excursion/Field Trip Notice and Medical Authorization - Minor Form in order to participate on the field trip.
- ☐ If private vehicles are being used, a completed Private Driver Application Form must be submitted with the Field Trip Request Form for each driver and meet the required timelines. A copy of each driver's license and insurance verification must accompany the form. All students must have a signed Non-Sponsored Transportation Notice. Send the entire packet to Categorical Programs and forms will be distributed to appropriate departments.
 - Drivers must meet all criteria outlined in the Private Driver Application Form.
 - Each driver is provided with Voluntary Excursion/Field Trip Notice and Medical Authorization - Minor Form for their passengers indicating emergency consent and contact information.
 - Each driver is given a copy of the itinerary, scheduled stops, and emergency phone numbers.
- ☐ Contact the cafeteria two weeks prior to field trip if lunches need to be ordered.
- ☐ Chaperone to student ratio is 1:10 per District policy. Chaperones must have a signed Voluntary Excursion/Field Trip Notice and Medical Authorization - Adult Form on file in the school office.

Before you leave:

- ☐ Collect student and chaperone authorization forms. Provide copies to bus driver and teacher.
- ☐ Give the school office a list of all students attending the trip and who they are riding with.
- ☐ Check out a first-aid kit from the office and return at the end of the day.
- ☐ Students cannot leave the trip without parent permission specifying which child and with whom.
- ☐ Set up a phone tree to inform parents of late arrivals, etc.
- ☐ **Chaperones may not bring other children with them!**