

FIELD TRIP CHECKLIST

All teachers are responsible for scheduling their own field trips and completing the checklist below. If the checklist is not completed, you will not be able to move forward with your field trip. This procedure is in the best interest and for the safety of the teacher and the students.

CHECKLIST:

- Navigate to the district website to print the approval form, the permission slip and the transportation form.

- Fill out the approval form **IN FULL** and hand over to an administrator or the principal's secretary to deliver to an administrator. This must be done at least **one month** prior to the field trip. Field trip **MUST** be approved in order for the field trip to go on.

- Print off a permission slip and follow the instructions at the top of the form. Send each student home with a permission slip. Once you have collected all of the forms back from the students make a copy of each and give all of those copies to the principal's secretary the week of. Keep the originals with you.

- Teacher needs to schedule a Field Trip/Early Release in the outlook calendar. Information that **MUST** be included in the calendar are:
 - o Name of the administrator that approved the field trip
 - o List of ALL students attending the field trip
 - o Date(s) of field trip
 - o Time of field trip
 - o Meeting place before the field trip
 - o Location of field trip
 - o **A supervisor's name and contact information**

This step is so other teachers and attendance can take record of who will be gone and/or where they need to go, what time to be released, etc.

- Teacher is responsible for notifying Antoinette via email for transportation. The Transportation form that was filled out in step 1 can be scanned over to her.

Email: aturneur@ridesta.com