

South Whidbey School District Field Trip Check List

Complete **Safe School Concussion Course** for ALL Overnight and Outdoor Field Trips

Prior to Trip:	One Day	Overnight	Out of State
Develop Plan for trip	X	X	X
Contact trip site	X	X	X
Submit Preliminary Plan for Principal Approval	X	X	X
Arrange for supervision	X	X	X
Complete Field Trip Permission Request Forms	X	X	X
Inform Superintendent	X		
Superintendent Approval Needed		X	X
School Board Approval Needed		X	X
*Transportation Request Forms	X	X	X
*Parent and student notification and permission to be sought <i>only after transportation has been approved.</i>			
<u>Day of Trip:</u>			
Provide school office with a copy of Field Trip Permission Forms	X	X	X
Confirm written parental permission for each student	X	X	X
Confirm supervision	X	X	X
Take original Field Trip Permission Form with staff member	X	X	X
Review emergency procedures including provision for first aid and communication of emergency status	X	X	X
<u>Follow-up Activities:</u>			
Evaluate trip procedures and activity	X	X	X
Review trip with students	X	X	X
Report to Administration	X	X	X