



Raisin City Elementary School

Teacher Field Trip Checklist

Teacher

Office

Items 1 – 6 should be taken care of 2 weeks prior to trip

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|----|---|-------|-------|
| 1. | Field trip request form submitted and approved. | _____ | _____ |
| 2. | Master Calendar/Event request given to main office. | _____ | _____ |
| 3. | Bus request is submitted by Secretary. | _____ | _____ |
| 4. | Submit a list of students needing medication/wheel chair to Front Office. | _____ | _____ |
| 5. | Send home a short letter to parents discussing field trip details Including deadline for Permission Form. | _____ | _____ |
| 6. | Lunch request form to Food Service Director. | _____ | _____ |

Items 7 – 11 must be taken care of prior to leaving

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|-----|--|-------|-------|
| 7. | Permission slip signed by parent.
<i>(Leave one set in office on day of trip)</i> | _____ | _____ |
| 8. | Submit a list of students attending the field trip for the bus driver | _____ | _____ |
| 9. | There should be one adult chaperone for every 10 students.
They are listed below:

_____ | _____ | _____ |
| 10. | Take roll before leaving the morning of the field trip. | _____ | _____ |
| 11. | The following students have not met the necessary behavioral requirements to attend the trip and need to discuss assignments for the day.

_____ | _____ | _____ |
| 12. | Take the First Aid kit from the classroom. | _____ | _____ |

Teacher Signature

Date

Principal Signature

Date

****Completed form must be turned in to Front Office on the day of field trip.**