

ADMIN PROCEDURES MANUAL
Administrative Procedure 260 – Form 260-2

TEACHER FIELD TRIP CHECKLIST FORM

Teacher(s) / Administrators in Charge:		Cell Phone Number:	
		Cell Phone Number:	
		Cell Phone Number:	
Name of Field Trip:			
Field Trip Location:			

School Communication

- The One Day Field Trip Approval Form ([260-1](#)) has been completed approved by the Principal.
- A copy of the approved One Day Field Trip Approval Form ([260-1](#)) has been given to the office.
- Arrangements have been made, if needed, for coverage of class(es) and supervision of non-participating students.
- A list of students attending/not attending the field trip and the supervisors for those students not attending has been provided to the Principal.

Parent/Guardian Communication

- A description of the Field Trip has been sent to parent(s)/guardian(s) along with the appropriate Parent/Guardian Consent Form (Parent/Guardian Field Trip Consent Form ([260-3A](#)) or Parent/Guardian Field Trip Consent with & Notice of Risk Form ([260-3B](#)))
- Parent/Guardian Field Trip Consent, with High-Risk Consent and Waiver if applicable ([260-3A](#) or [260-3B](#)), has been received for each student attending.

Supervision and Transportation

- Appropriate support has been ensured for students with diverse learning needs (e.g., Educational Assistant supports, alternative transportation if required). LST has been informed of the field trip.
- Appropriate adult supervision is in place in accordance with [Administrative Procedure 260: Field Trips](#).
- Volunteer supervisors and drivers have completed the appropriate Volunteer Form as per District [Administrative Procedure 490: Parent/Guardian Volunteers](#).
- If applicable, the Booster Seat Consent/Waiver Form ([260-4](#)) has been completed and signed by parents/guardians.
- If applicable, the Driver Assignment Form ([260-5](#)), has been provided to the Principal.
- If required, criminal record checks, if required, have been completed.

Emergency Planning

- I have access to a First Aid kit.
 - I have a list of parent/guardian emergency contact information for each participating student.
 - I am carrying my cell phone as listed above.
 - I am aware of the specific medical needs of all students as indicated on their medical forms and I have a copy of each student's medical form and any necessary medication with me.
 - I have provided a list of student specific medical needs to supervising staff.
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- I have provided a copy of this checklist to the Principal.

Teacher/Organizer Signature: _____ Date: _____

Principal Signature: _____ Date: _____

References: *Administrative Procedure 260 – Field Trips*

Revised: September 12 2023