

ADMIN PROCEDURES MANUAL  
Administrative Procedure 261 – Form 261-2

**OUT-OF-PROVINCE AND MULTI-DAY EDUCATIONAL TRIP  
TEACHER CHECKLIST FORM**

<b>Educator in Charge:</b>		<b>Cell Phone Number:</b>	
<b>Administrator</b>		<b>Cell Phone Number:</b>	
<b>Trip Supervisor(s)</b>		<b>Cell Phone Number:</b>	
		<b>Cell Phone Number:</b>	
		<b>Cell Phone Number:</b>	
<b>Name of Educational trip:</b>			
<b>Educational trip Location:</b>			

**Planning:**

- The Out-of-Province and Multi-Day Educational Trip Proposal Form (261-1), has been approved by the Principal and the Associate Superintendent.
- Volunteer supervisors have been screened by the Principal or designate for suitability and advised of their responsibilities as per AP 490: Parent/Guardian Volunteers.
- Criminal Records Checks have been completed for volunteer overnight supervisors as set out in [AP 490: Parent/Guardian Volunteers](#).
- Assessment of student skills and abilities pertaining to the educational trip activity has been completed (if applicable).
- If applicable, specialized instructional competence has been addressed. Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association).
- All planning arrangements as per AP 261: Out-Of-Province and Multi-Day Educational Trips have been completed.
- For out-of-country educational trips, all students have a valid passport/visa.
- Group medical/travel/cancellation insurance has been arranged for all participants and the cost has been included within the educational trip budget.
- Travel arrangements and payment of travel costs shall be made in accordance with district purchasing guidelines. Use of a local travel agent is recommended.
- An administrator will be accessible and/or available, if necessary, to attend to emergencies that arise during this educational trip.

Administrator's name: \_\_\_\_\_

**Parent Guardian Communication:**

- Parent information meeting was held on: \_\_\_\_\_.
- The following school administrator was present at this meeting: \_\_\_\_\_.
- Completed consent forms have been received for all students.

**Itinerary and Travel Arrangements:**

- The itinerary and daily activities schedule has been prepared and/or received from travel agent/tour company.
- Educational trip itinerary does not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory.

**School Communication:**

- Arrangements have been made, if needed, for coverage of class(es) and supervision of non-participating students.
- If applicable, teacher educational trip notification has been distributed to students with instructions to notify teachers of their absence.

**Emergency Planning/Cancellation of Trip:**

- An emergency communication and return plan has been developed and shared with parents, including the following:
  - Contact information for the Educator in Charge.
  - Contact information for the school Principal. If the Principal is participating in the education trip, contact information for an alternate administrator.
  - Contact information for the participating staff members.
  - Contact information for hotels/hosts.
  - Contact details for travel agent/agency/operator.
- An emergency communication contact master list has been prepared and includes the following:
  - Emergency contact information for all participants.
  - Contact details for travel agent/agency/operator.
  - Pertinent medical information and, in the case of out-of-country educational trips, passport numbers and participant birth dates.
  - Contact information for hotels/hosts.
- Emergency contact information must be confirmed one week prior to trip departure.
- The Educator in Charge must carry the emergency contact master list during the educational trip .
- For all out-of-country educational trips, all trip participants have been registered with the Canadian Embassy as Canadians Travelling Abroad.
- At least one supervising adult will have a cellular phone available for emergency use.
- The Educator in Charge will carry or have access to a first aid kit during the educational trip.
- The Educator in Charge must be aware of the specific medical needs of all participating students as indicated on their medical forms and carry a copy of each medical form and any necessary medication.

**ADMINISTRATIVE DOCUMENTATION**

- A file has been created for retention of documentation and information specific to this educational trip. Records will be retained in accordance with the district's records management policies and procedures.
- The file will include the following:
  - Consent Forms.
  - Emergency Contact Master List.
  - Emergency Communication and Return Plan.
- Copies of all documentation as indicated above must be retained at the school in the educational trip file.

**FINAL APPROVAL (must be obtained no less than ten days prior to trip departure)**

- I have provided a copy of this checklist and all required attachments/documentation to the Principal.

**Educator in Charge Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRINCIPAL'S FINAL APPROVAL OF EDUCATIONAL TRIP**

The applicable parent/guardian consent forms and waivers have been received  YES  NO

All Volunteers have completed a Criminal Records Check  YES  NO

A copy of completed Form 261-2 has been sent to the Associate Superintendent.  YES  NO

Upon consideration of government-issued travel advisories listed as of today's date on the Canadian Department of Foreign Affairs and International Trade website, I provide final authorization for this educational trip to depart as planned.

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**References:** *Administrative Procedure 261 – Out-of-Country and Multi-Day Educational Trips*

*Revised: November 29, 2023*