

ADMIN PROCEDURES MANUAL – Form 262-2

**MULTI-DAY OUT OF PROVINCE FIELD TRIP (WITHIN CANADA AND INTERNATIONAL) TEACHER CHECKLIST**

<b>Teacher(s) / Administrators in Charge:</b>		<b>Cell Phone Number:</b>	
		<b>Cell Phone Number:</b>	
		<b>Cell Phone Number:</b>	
		<b>Cell Phone Number:</b>	
		<b>Cell Phone Number:</b>	
<b>Name of Field trip:</b>			
<b>Field trip Location:</b>			

**Planning:**

- ☐ Multi-Day Out of Province Field Trip Proposal Form (262-1) has been approved by the Principal, the Superintendent and the Board of Education.
- ☐ 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 262: Multi-Day Out of Province Field Trips have been completed.
  - ☐ For out-of-country field 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 agency 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 field 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 field 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 field trip.
- ☐ For all out-of-country field 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 field 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 field 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 field trip file.

**FINAL APPROVAL must be obtained no less than 6 weeks prior to trip departure within Canada or 8 weeks prior to trip departure for International trips)**

- ☐ 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 THE FIELD 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 262-2 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 field trip to depart as planned.

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

**SUPERINTENDENT FINAL APPROVAL OF THE FIELD TRIP**

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOARD OF EDUCATION FINAL APPROVAL OF THE FIELD TRIP**

**Associate Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**References:** Administrative Procedure 262 – Multi Day Out of Province Field Trips (Low and High Risk)

Revised: November 29, 2023

November 07, 2025