

Field Trip Checklist

1. Get approval from your building principal for a field trip.
 - a. Get school board approval if traveling out of state.
2. Submit [Nurse Notice of Field Trip form](#) and permission slip to your building principal.
 - a. If approved forward to the following departments:
 - i. Nursing
 - ii. Counselor
 - iii. Sped
 - iv. Intervention
 - v. Activity teachers
 - vi. Chenal Therapy
 - vii. OT
 - viii. PT
 - ix. Speech
 - x. ESL
3. Send permission slips home with all students at least 2 weeks before the field trip date. Clearly state a return deadline on permission slips, and enforce it to ensure timely collection.
 - a. Follow up with parents that have not turned in their permission slips at *least 1 week before* the field trip.
 - b. Any student with behavioral issues should be monitored for *at least 2 weeks* before the trip. If behavior is not improved or worsens, a meeting with the student, parents and principal must be held to determine the student's eligibility to attend. If no meeting is conducted, the student will be allowed to attend the field trip.
4. Submit a sack [lunch request form](#) if needed.
5. Request a bus through OperationsHero.
 - a. You can accomplish this by clicking on "New Request" and selecting "Field Trip" from the drop down menu.
6. Submit a list of students attending the field trip to the front office at least 3 days before departure.
7. Fill out a [bus seating chart](#).
 - a. Give this to your bus driver. They will take a picture and send it to the transportation department.
8. The day before your trip, get a medical bag from the nurse if they are not attending the field trip.