

ADMIN PROCEDURES MANUAL
Administrative Procedure 260 – Form 260-2

TEACHER FIELD TRIP CHECKLIST FORM

Teacher(s) / Administrators in Charge:	Cell Phone Number:		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Field Trip Location:</td> <td style="height: 30px;"></td> </tr> </table>		Field Trip Location:	
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* Appropriate s
 Assistant supports.
 Appropriate adult s

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.