

Field Trip Checklist

- _____ Get administrative approval at least two weeks in advance.
- _____ Ask administrator to accompany (if needed)
- _____ Put field trip on master calendar (See Celina)
- _____ Present “tentative” list one week ahead of trip to **all** elective teachers, P.E. teachers and department heads
- _____ Email to “all” at Eisenhower a “tentative” list **one week ahead** of trip and then the revised list **the day before** the trip
- _____ Secure transportation (use mainframe Transportation function for district buses; for chartered buses, see bookkeeper)
- _____ Information letter to parents
- _____ District field trip permission form with emergency numbers
- _____ Secure substitute teacher (if needed)
- _____ Complete attendance report sheet (for attendance clerk and bulletin)
- _____ Notify in advance cafeteria of number of student going on trip
- _____ Student medications and special medical instructions-sign clinic log
- _____ Location of students remaining on campus (if applicable)
- _____ Alternative assignment for students not going on trip
- _____ Take an accurate roll check before students leave campus
- _____ Communicate with the attendance office regarding student absences
- _____ Telephone numbers at which you can be reached during the trip