

FIELD TRIP CHECKLIST

- _____ 1. Date and time of trip arranged with field trip site.
- _____ 2. Transportation arrangements made for field trip.
 - a. Special transportation needed for any students?
- _____ 3. Office notified of trip (date, time, place, who is participating?)
- _____ 4. Sufficient number of adults will accompany group
 - a. Required parent attendance for any students?
 - b. Other program components notified if staff accompany field trip (EAs, support staff)
 - c. Adults helping know expectations and “ground rules”.
 - *No group singing on bus
 - *No visiting shops
 - *Reminder that parent is to stay with group
- _____ 5. Parent permission slips sent home.
- _____ 6. Does the field trip cost money (beyond the bus allocation)?
 - a. Parents notified
 - b. Office notified that check may be needed to cover cost of some students.
- _____ 7. Lunches needed.
 - a. Parents notified.
 - b. Bag lunches and cooler requested from Lunch Supervisor
- _____ 8. Does the field trip affect the schedule of other staff or program components?
 - a. Specialists notified.
 - b. Special support staff notified (spec. ed., intervention, Title I, etc.)
 - c. Lunch Supervisor notified of changes in lunch schedule
- _____ 9. Does the field trip affect the length of the regular school day for any students?
 - a. Parents notified.
 - b. Transportation notified and alternate arrangements made (if needed).
 - c. Arrangements for crossing guards for walkers.
- _____ 10. Have arrangements been made for students who will not be going on the field trip?
 - a. Office knows location of these students?
 - b. Lunch Supervisor knows these children will eat with another staff.
- _____ 11. Must special arrangements be made for individual needs (medications, snack for diabetics, etc.)?

Other: _____