

TEACHER FIELD TRIP CHECKLIST

AS PER ADMINISTRATIVE PROCEDURE 250

Teacher(s) / Administrator(s) in Charge:

Name of Field Trip:

If possible, contact information for Teacher/Administrator in charge and field trip location:

Checklist:

- ☐ I have considered and planned for the accessibility needs of all attending students.
- ☐ I have a consent form signed by parent / guardian for each student attending.
- ☐ I am aware of the specific medical needs of all students as indicated by their permission slips / medical forms.
- ☐ I have provided a list of students attending/not attending the field trip and the supervisors for those students not attending and have arranged alternative activities for those students not attending.
- ☐ I have completed the Student Vehicle Assignment Form F 250-3 and provided a copy to the Administration.
- ☐ I have completed the Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).
- ☐ I have a plan in place for students who are not attending the field trip.
- ☐ I have provided the Administration with a copy of the appropriate Field Trip Information Form F 250-1 or F 250-2.
- ☐ I have ensured there is appropriate adult supervision.
- ☐ I checked that all volunteer drivers meet the school district's requirements: (Criminal Record Check, Driver's Abstract, Volunteer Driver Certification for Insurance and Vehicle Specifications Form F 255-1).
- ☐ I have access to a First Aid kit.
- ☐ I have a cell phone with me. Number: _____
- ☐ I have provided a copy of this checklist to the administration.

Last revised: April 2023