Field Trip Planning Checklist

A Planning Teacher’s Checklist

☐ Design field trips with educational purpose to match curriculum

☐ Submit preliminary tentative field trip plans for the year to immediate supervisory by October 15th.

☐ Receive administrative approval 2 weeks prior to field trip

☐ Develop a sound and thorough itinerary

☐ Ensure adequate supervision for the trip by enlisting an appropriate number of qualified staff

☐ Complete and submit a Field Trip Request Form/Requisition (if needed)

☐ Retain a copy of the Field Trip Request Form

☐ Obtain parent signed Field Trip Permission Form and update with current Emergency Medical Information Form.

☐ Ensure the correct transportation is scheduled

Walking Field Trips

☐ Receive administrative prior approval

☐ Receive Parent written consent prior to trip

☐ Notify parent with trip details prior to trip

☐ Notify appropriate office/classroom staff when leaving the building

On the Field Trip

☐ Carry the signed Permission and Emergency Medical Form for each student

☐ Stick to the itinerary

☐ Have some type of communication (i.e., cell phone or bus radio) in case of emergency

9-2-14