**Field Trip Checkoff**

For Local, One-Day Field Trips:

- **Field Trip Request Form** to Principal at least 2 weeks prior to the event.
- Permission/Waiver/Accident Form (for each student)
- Itinerary Form
- Staff Notification and Student Roster Form
- Personal Vehicle Use Form for each driver *if using private vehicle/s*
- Volunteer Clearance Form *(for each adult volunteer)*
- Medical Information Form *(for each student needing medication)*

For overnight and/or out-of-state field trips:

- **Field Trip Request Form** to Principal at least 3 weeks prior to the event *(must be submitted to District Office one week prior to Board of Education meeting)*
- Permission/Waiver/Accident Form (for each student)
- Itinerary Form
- Staff Notification and Student Roster Form
- Out-of-State/Foreign Travel Agreement *(if traveling out of state)*
- Personal Vehicle Use Form for each driver *(if using private vehicle/s)*
- Volunteer Clearance Form *(for each adult volunteer)*
- Medical Information Form *(for each student needing medication)*