



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*)