

## FIELD TRIP INFORMATION CHECKLIST

**School:** \_\_\_\_\_

Date(s):	Field trip to:	# of students participating:
Teacher/Coordinator:	Grade(s)/Organization:	Cost of Trip:

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List all Teachers/Staff attending this Field Trip:


<b>Field Trip Authorization</b> submitted in "SchoolDude Trip Direct" <sup>®</sup> (Principal and Superintendent/Designee Approval Required)	
<b>Field Trip Authorization: One Day, Overnight; Out-of-State; Out-of-Country;</b> submitted on "SchoolDude Trip Direct" <sup>®</sup> (Principal, Superintendent and Board of Education Approval Required?)	
<b>Transportation</b> arranged:	
• School Buses	
• Outside Private Charter Buses	
• Private vehicle	
<b>Professional Leave Forms</b> (if required, each faculty member attending trip)	
<b>Chaperones</b> (if applicable, fingerprinting/background screening complete)	
<b>Field Trip Student Authorizations Forms</b> collected	
<b>Cafeteria</b> notified for lunches (if applicable)	
<b>SPED/504/Special Services</b> notified (if applicable)	
<b>School Nurse</b> notified for medical needs/medications (if applicable).	
Student/Chaperones list of names and Itinerary attached to file	

Notes/Comments: