

HOW TO BOOK A FIELD TRIP



Please plan field trips well in advance. Transportation services requires 15 days to request buses.

Forms are linked below or you can get them from V. Chen in the textbook room or via email.

3 WEEKS PRIOR TO YOUR TRIP

Complete Request for Approval of School Organized Trip for Students form.

Obtain principal's approval (signature) and other approvals if needed.

Submit signed form to V. Chen and she will order bus(es). Transportation requires 15 working days for bus requests!

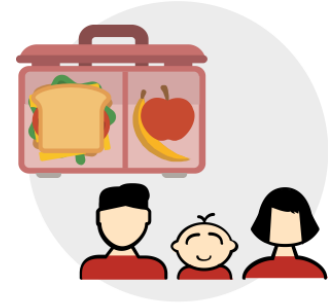


2 WEEKS PRIOR TO YOUR TRIP

Make copies and distribute Parent's or Guardian's Permission for Field Trip and Authorization for Medical Care-IV.D. Trip Slip.

Make arrangements for parent chaperones and certificated staff if necessary.

Inform cafeteria manager whether lunches are needed or not.



1 WEEK PRIOR TO YOUR TRIP

Distribute trip slips to students.

Notify the SAA about any sub coverage that is needed.



DAY OF YOUR TRIP

Remove bottom part of permission slip and take with you on the trip.

Make a list of absent students and classroom assignments for students who are not going on field trip.

Leave the top part of permission slips and copy of absent/students remaining at the Welcome Center.

