

***Field Trip
Check List***

| ACTION: | | Started | Completed |
|----------------|---|----------------|------------------|
| 1. | Outline your plan of Standards Based Field Trip | | |
| 2. | Check Calendar for conflicts | | |
| 3. | Send Request to principal with explanation of alignment to curriculum | | |
| 4. | Request funds if applicable | | |
| 5. | Notify office for sub | | |
| 6. | Email staff to notify of student absence (3 days BEFORE) | | |
| 7. | Transportation request | | |
| 8. | Notify cafeteria heads up about date and whether you need lunches – also if you need coolers. | | |
| 9. | Parent permission slips | | |
| 10. | Make spreadsheet of students attending | | |
| 11. | Send cafeteria numbers for lunch request (if applicable) | | |
| 12. | Post a list in classroom of all students attending | | |
| 13. | Let school nurse know | | |
| 14. | Leave a list of attending with office | | |
| 15. | Make last call from front office just before leaving | | |