

Procedures for filling out request: To be completed 3 weeks (or more) prior to event

1. Fill out form completely
2. Attach detailed Itinerary
3. Attach the letter being sent home to parents explaining the trip with permission slip.
4. Give to office for Principal's/Admin's Signature
5. Superintendent Approval
6. Event on District Calendar - staff requesting the trip will be included in the calendar invite. (This means your field trip has been approved.)
7. Proceed with Parent letter/Permission slips home
8. Notify kitchen staff and the nurse that you are going on a field trip. (provide a list of students that will potentially be attending to the nurse)
9. One week prior to your field trip, notify kitchen staff the number of school lunches you will need.
10. Notify the school nurse who will be attending.
11. Day of trip; pick up lunches from the Elementary cafeteria, get first aid kit and any medications you will need from the school nurse, and give a list of students attending the field trip to the office.