

MONTEREY COUNTY OFFICE OF EDUCATION
FIELD TRIP CHECKLIST FOR TEACHERS

Check off the items below to ensure that you are prepared for your field trip:

Verify that facility/destination is available on the date/time of the field trip for the intended use. Determine any associated costs with using the facility/destination.

Obtain a Field Trip Requisition Form for Teachers and fill it out in detail. Return the form to the Monterey Office of Education for approval twenty (20) days in advance of the activity.

Arrange for an adequate number of adults to help supervise the students to ensure student safety.

Provide parents/guardians (or adult students) a Field Trip Permission Slip for Parents/Guardians or Adult Students at least five (5) days in advance of the field trip. Fill out trip-specific information in the Permission Slip before providing it to parents/guardians (or adult students).

Inform other school personnel whose schedules will be affected by your trip:

<input type="checkbox"/> Nurse	<input type="checkbox"/> Speech Therapist	<input type="checkbox"/> Itinerant H.H. Specialist	<input type="checkbox"/> Other
<input type="checkbox"/> O.T. Specialist	<input type="checkbox"/> V.H. Specialist	<input type="checkbox"/> Psychologist	
<input type="checkbox"/> P.E. Specialist	<input type="checkbox"/> Librarian	<input type="checkbox"/> Lunch Personnel	

Provide all parents, volunteers, and drivers who will be attending a Field Trip Form for Parents, Volunteers, and Drivers. You should also fill out a copy of this form if you will be transporting students in your private vehicle.

If a child cannot go on the field trip, make other arrangements such as placement in another classroom. Prior to the field trip, provide a roster of all students who will be attending the field trip to attendance personnel. Note the locations of any students who do not attend the field trip and are provided alternative arrangements.

Discuss the rules for proper behavior on the bus and during the field trip with the students and adult supervisors.

Prior to the field trip, ensure that you have: (1) a signed Field Trip Permission Slip for each student in attendance; (2) a signed Field Trip Form for all parents, volunteers, and drivers in attendance; and (3) copies of emergency cards for all students in attendance.

Prior to the field trip, carefully read and acknowledge any student medical conditions, allergies, or needed medication. Ensure your understanding of necessary treatment for the allergies specified or medication that must be administered.

On the day of the field trip:

Take attendance and send an updated list to your site office of all field trip participants.

Carry emergency cards and Field Trip Permission Slips for each student.

Carry a First-Aid Kit.

Provide the office with a list of all students placed in other classrooms, with names of adult supervisors.

Provide a copy of this form to your department head or designee prior to departure and maintain a copy of all field trip forms for the duration of the school year.

Date: _____ Teacher Signature: _____