

FIELD TRIP CHECKLIST

- ? CHECK with your building principal before you make your plans.
- ? AWOL? - Give the secretaries a heads up in advance that you'll be gone. Also give them a cell phone #, if possible.
- ? TRANSPORTATION — your building secretary can help you arrange for a bus in advance.
- ? SUBSTITUTE— call as soon as you know you'll be gone. This way you'll have a good chance of getting your favorite sub.
- ? LESSON PLANS— be sure to leave plans for the person who will be in charge of your class.
- ? PERMISSION SLIPS — get one from the office, fill out date, place, time, etc.; make copies, students get one for parents to sign and then return to you. Students may NOT leave without one of these signed by a parental unit.
- ? PLANNED ABSENCE FORM — Students must present this form (signed by parent) to their teachers and get the homework that they will be missing. The idea is that they turn it in on time so they don't actually miss a beat.
- ? LIST OF ATTENDING STUDENTS - give list of potential attendees to all staff at least one day prior to the field trip.
- ? ATTENDANCE— take roll on the bus before leaving the parking lot and give to the attendance secretary.