



FIELD TRIP CHECKLIST

School: EDISON PARK ELEMENTARY SCHOOL

DATE: _____

- ___ Submit 30 Days before Fieldtrip
- ___ Approved by Department Chairperson
- ___ Missing Field Trip Permission Request form (FM-2431)
- ___ Field Trip Itinerary (If necessary)
- ___ Please provide Principal Signature
- ___ Please provide Sponsor Signature
- ___ Transportation Information (**Please provide the name of the person that verified the Bus Company**)
- ___ Water Related Field Trip Request Form (**Must have original**)
(**Must be sent to Deborah Mitchell in the Safety Department**)
(**Mail Code: 9114 – Facilities Building**)
- ___ Parent Permission Form
- ___ Chaperone List (**Teachers must have employee # and volunteer Level / Parents must have volunteer number and level**) (**Level 2 In-County / Level 3 Out-of-County**)
- ___ Check number of Students in Group with Roster
- ___ Private Vehicle for Transportation Students (Form #6298)
(Copy of Drivers License and Insurance Information)
- ___ In-County Field Trips please fax the information
- ___ Out-of-County Travel please fax the information
- ___ Out-of-County Field Trips please hand deliver or send through School mail.
(**Must have originals**)
- ___ Please provide an **educational purpose** for Field Trip.
- ___ Approved by Assistant Principal

Comments: Only 11 chaperones listed should be 15 to match the number on the Field Trip Permission Request Form.

NOTE: **ALL FIELDTRIPS FORMS MUST BE SUBMITTED FOR APPROVAL 4-WEEKS PRIOR TO FIELD TRIP**