

Date of Trip: _____

Field Trip Name: _____

Teacher Checklist
For the Trip Outside School Hours
(all necessary documents/resources are linked below)

Four Weeks Prior To the Trip:

Submit to the Principal [Out of State or Overnight Field Trip Request](#). (Principal approves and then sends to the board to be approved during their bi-monthly board meeting (2nd and 4th Thursdays of every month))

[Bus Request](#) *Please fill out this Word document and email it to the building principal for transportation approval.*

Contact Laura Wottlin if lunches are needed. Her email is: lwottlin@methow.org
Send home the "[Parent Permission for Overnight Field Trip](#)" forms

Two Weeks Before the Field Trip

All the "Parent Permission for Overnight Field Trip" forms are completed by parents and have been collected by the teacher. Teacher then puts the forms into **school nurse mailbox**, and sends email alerting nurse that the forms are completed and need review. Email is avanbianchi@methow.org.

OR

Scan and email the parent permission forms to school RN.

Please note, for the safety of each student, having the nurse review the above form is an essential step to ensure that all medications that students will be traveling with are documented AND that no students travels without emergency medication.

Two days before trip:

Pick up a field trip binder from Melissa in the High School and Stacey in the elementary school and review medical information.

On the day of the trip:

Pick up student medications from the front office of your school building. Medications will be unlocked by the front office and signed out in the teacher's name as the responsible party.

Check with students who carry their own medications to see if they have them with them on the trip.

Take attendance on the bus and return a copy to the office prior to leaving on your trip.

HAVE FUN

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