

Miller Creek School District | Field Trip Checklist

Day Field Trips

Day Field Trips approval will be done at the sites, no documentation needs to be sent to Education Services. Field trip approval forms must be submitted to the site principal at least 30 days prior to the trip.

The Field Trip form is fully completed and signed by *both* teacher and principal.

- A description of the field trip objective and its connection to content standards
- Number of students is balanced with teacher and adult chaperones.
 - Recommended:
 - Grades TK-6, one adult to six students
 - Grades 7-12, one adult to ten students
- If bus services will be used, a copy of the trip estimate must be attached. If parent drivers will be used, each driver must complete the insurance form.
- A lunch request form is submitted to Food Services minimum 2 weeks before the field trip, if lunch is needed. *Lunch request does not have to be submitted to Education Services*
- Check in the Health Specialist to review students with medical needs or medication instructions.

Overnight Field Trip

Overnight Field Trips and out of state requests must be submitted to Education Services, at least 60 days prior to the trip for approval.

- Field Trip form is fully completed and signed by *both* teacher and principal
- A description of the field trip objective and its connection to content standards
- Number of students is balanced with teacher and adult chaperones.
 - Recommended:
 - Grades TK-6, one adult to six students
 - Grades 7-12, one adult to ten students
- If bus services will be used, a copy of the trip estimate must be attached. If parent drivers will be used, each driver must complete the insurance form.
- Written documentation stating that every student will have their own bed including details of how the students will be chaperoned during the evening hours will be included.
- Check in the Health Specialist to review students with medical needs or medication instructions.