**Local District \_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

**Date Provided Feedback:**

**Field Trip Checklist**

**School Name:****Date of Event:** **Destination:**

**A Routine Field Trip**

The school site principal is authorized to approve all routine pre-approved District field trips. Routine field trips do not need to be processed through LD South School Operations. The Principal must maintain records to ensure student safety.

**A Non-Routine Field Trips (includes overnight and/or Not on the District pre-approved field trip list)**

Non-routine, overnight in-state field trips require **prior approval** of Principal, Administrator of Operations, Office of Risk Management and sometimes the Outdoor Education Office; out-of-state or out-of-country require an additional signature from LAUSD Superintendent’s Office. ***PLEASE NOTE:*** ***District owned property CLEAR CREEK & POINT FERMIN do not require pre-approval of the Administrator of Operations nor the Office of Risk Management****.*

**Field Trip Check List:**

**Yes No**

Request for Approval of School Organized Trip for Students form, (Rev. 10/2015) signed and approved by principal\*

Detailed Itinerary for each day, flyer and/or a letter of invitation\*

Roster of chaperones (Name, telephone number, employee number and/or title, e.g., parent volunteer, coach)\*

Student roster (student roster count must match bullet #5 on field trip form)\*

Source of funds *(Bullet #13)* for trip      \*

Source of funds for substitute teacher

Nurse Checklist (Signed by Nurse)\*

1 sample Permission slip (all others are to remain on file at the school site)

Transportation method, include an LAUSD bus confirmation number       or to select a District approved charter bus go to <http://achieve.lausd.net/Page/2794>\*

BUL-5310.0, Private Vehicle Transportation requires, Attachments B & C, **signed by the Principal & Parent**, driver(s) must include a copy of current driver’s license and automobile insurance.

**Additional Items REQUIRED for Overnight Trips and/or OUT OF STATE/COUNTRY**

**Yes No**

Template for sleeping arrangements for students (boys w/boys girls w/girls), **chaperones are to stay in a separate room, include hotel information on template**.\*

Waivers for **out-of-state** field trip are required from each student & chaperone must be included in your field trip packet.\*

**Out-of-state trips** - permission slips for every student must be included in your field packet\*

Parents that drop of their child at port, airport, etc., requires a “Care Custody Control” waiver form.\*

K & K Insurance (At the discretion of the Principal).

Conference Attendance form(s) must be completed by LAUSD employees and included in the field trip packet.\*

**Field trips that involve camping, hiking, or swimming, requires an Outdoor Education Questionnaire form be filled out and one chaperone must have a First Aid/CPR Certification Card (include a copy).\***

Sanctioned Tournament forms must be signed by the Athletics’ Office. N/A

Map to nearest emergency facility.

**Order of Approvals:**

**1)** Principal; **2)** LD South Administrator of Operations; **3)** LD South will forward field trip packet to Risk Management and Outdoor Education Office (if necessary) **4)** Out-of-state field trip requires signature from the Office of the Superintendent

**REMINDERS:**

* **Non-Routine Field trips must be submitted to the schools’ Local District 30 days in advance** or **45 days in advance for an overnight trip**.
* **Field Trips taken during school hours should be curricular based.**
* **Student/Chaperone ratio of (10:1).**
* **Students may not be charged a field trip fee or any fee to participate.**
* **NO CHILD shall be excluded from a trip for lack of funds, special needs, nor can schools mandate a donation from a student.**
* **It is recommended that non-district employed adult volunteers are checked against the Megan’s Law Database at** **http://www.meganslaw.ca.gov/.**

\* **Required Information**

**Field Trip References: *REF-2111.1, Rev: December 14, 2015*; *Bul-5310.0*, Website:** [**http://achieve.lausd.net/Page/2794**](http://achieve.lausd.net/Page/2794)