

# ISEEE! FIELD TRIP PLANNING CHECKLIST

Hello WCSD Educators! The following checklist will help ensure you and your students have an outstanding experience. Your school site might also have some necessary steps in place.

8 - WEEKS PRIOR

## PICK A FIELD TRIP

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- CHOOSE A DATE/CONFIRM AVAILABILITY WITH PARTNER
- SCHOOL ADMINISTRATION APPROVAL
- SUBMIT [ADMINISTRATION FORM 5306](#) FOR DISTRICT APPROVAL
- CONTACT YOUR SCHOOL SECRETARY TO HELP YOU RESERVE BUSING

6 - WEEKS PRIOR

## NOTIFY FAMILIES

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- SEND HOME [ADMINISTRATION FORM 5308](#) WITH INFORMATION ABOUT FIELD TRIP
- ASK STUDENTS/FAMILIES IF THEY WILL NEED A LUNCH PROVIDED
- ASK FOR PARENT CHAPERONES\*
- DEPENDING ON NEED, REQUEST FAMILY CONTRIBUTION TO COVER COSTS

6 - WEEKS PRIOR

## NOTIFY STAFF

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- ASK THE CLINIC TO PROVIDE HEALTH PLANS/MEDICATION OR TRAINING IF NECESSARY
- RESERVE SACK LUNCHES FOR YOUR STUDENTS WITH THE CAFETERIA
- SEND OUT EMAILS AND CALENDAR INVITES TO STAFF NOTIFYING THEM OF THE FIELD TRIP. IF POSSIBLE, PUT THE DATE ON THE SCHOOL CALENDAR

2 - WEEKS PRIOR

## REMIND FAMILIES

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- SEND HOME LETTER TO FAMILIES REMINDING THEM OF THE TRIP
- CONFIRM CHAPERONES
- PRINT OUT STUDENT ROSTER FROM INFINITE CANVAS

DAY OF FIELD TRIP

## THE DAY IS HERE!

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- PICK UP LUNCHES FROM CAFETERIA
- PICK UP FIRST AID KIT/HEALTH INFO FROM SCHOOL CLINIC
- PROVIDE A COPY OF THE ROSTER TO WCSD BUS DRIVER
- ENJOY YOUR FIELD TRIP!

\*Chaperones who would like to attend a field trip must complete the Adult Volunteer Application ([English here](#) and [Spanish here](#)) at least 3 weeks before volunteering/chaperoning. They must fill out the application, provide a photo ID, then submit to school secretary. After the application is signed/approved by the principal, it is forwarded to WCSD School Police for a background check. This needs to be done once a year and is good for 12 months. **Tip:** have parents complete this in June and it will be good for the entire school year!