

**LLOYDMINSTER PUBLIC SCHOOL DIVISION
ADMINISTRATOR GUIDE FOR APPROVING FIELD TRIPS**

TEACHER: <hr/>
CLASS/GRADE: <hr/>
TRIP DATE: <hr/>
DESTINATION: <hr/>

1. Field trip approval form 260-2 submitted to the Assistant Director of Education a minimum of 30 days prior to travel. Yes _____ No _____
2. Transportation request form 260-1 signed by principal and submitted to the Transportation Coordinator 10 days prior to travel. Yes _____ No _____
3. Transportation request confirmed through receipt of form 555-1 from the Transportation Coordinator. Yes _____ No _____
4. Parental consent forms sent and returned. Yes _____ No _____
5. Costs established and collected. Yes _____ No _____
6. Itinerary established and sent home. Yes _____ No _____
7. Lodging (if required) confirmed. Yes _____ No _____
8. Emergency numbers secured. Yes _____ No _____
9. Equipment list (if required) established. Yes _____ No _____
10. Medical facilities in the area of travel identified. Yes _____ No _____
11. First aid kit availability confirmed. Yes _____ No _____
12. Safety review complete (Risk Analysis).
Parents Informed. Yes _____ No _____
13. Field trip participant list (including telephone numbers) created and distributed to Trip Supervisor, Bus Driver and School Principal.
 - 13.1 Student List Yes _____ No _____
 - 13.2 Supervisor List Yes _____ No _____
14. Health care numbers available. Yes _____ No _____
15. Other _____ Yes _____ No _____

Administrator Signature:
