

FIELD TRIP CHECKLIST

Teacher/Sponsor Name: _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

Destination: _____

of Students : _____

CHECKLIST	DATE COMPLETED
Medical Training* (required, read more below)	
Administrative approval (at least 2 weeks prior to trip)	
Board approval granted	
Bus request completed online (must be completed 2 weeks prior)**	
Permission slips sent home with students (3-4 weeks prior)	
Student roster/medical records review to district nurse**	
Medical records review completed	
Email list of participants to donna.elliott@warren.kyschools.us and sherri.rathbun@warren.kyschools.us	
Medical supplies returned after trip.	

*You must have completed medical training prior to the field trip. You will not be allowed to take another faculty or staff member for the purpose of meeting this requirement. You must have completed the training yourself. Trip will not be approved if you have not.

**The bus request form is on the Greenwood website under Faculty & Staff/Links for Teachers/Travel Tracker Bus Request.

***The medical review must be sent at least 2 weeks prior to departure.

***Groups taking multiple trips (athletics, band, chorus, academic team, ROTC, FFA, etc.) must submit roster to the district nurse at least 4 weeks prior to the beginning of practices/season and notify her with any additions during the season.

This form must be submitted to Mrs. Elliott at least one day prior to the trip.

Teacher/Sponsor Signature

Date

Donna Elliott

Date