CATEGORY 1 – ROUTINE FIELD TRIP CHECKLIST

Field Trip Checklist/ Pre & Final Authorization

The following required documentation will be completed, collected, and verified prior to the field trip:

Required for Pre-Approval

☐ Category 1 Routine Field Trip Application (2320F1b)

☐ List of Eligible Students by Grade Level (or estimated number of participants)

Required for Final Approval

☐ Final itinerary, any changes from preliminary itinerary documented

☐ Proper collection of funds – if applicable

☐ Final list of participants, noting any changes

☐ Adequate ratio of chaperones to students (at least 1:10)

☐ Field/Activity Trip-Parent/Guardian Permission Forms (2320F1e)
  or Walking Field/Activity Trip-Parent/Guardian Permission Forms (2320F1h) – if applicable

☐ List of Chaperones with Phone Numbers
  All non-staff volunteers screened and approved in accordance with Regulation 5630, 5630P

☐ District Transportation Requested Through Trip Tracker – if applicable

☐ Parent Voluntarily Providing Transportation During School Hours (2320F1k) – if applicable

☐ Authorization to Transport Students – Staff Request (6625F) – if applicable

☐ Driver of a Private Vehicle Agreement Form (2320F1f) – if applicable

☐ Ropes/Challenge Courses – Parent/Guardian Permission Form (2320F1g) – if applicable

☐ Application for Field Trip – Use of Watercraft Over 26 Feet (2320F1j) – if applicable

☐ Water Activities – Parent/Guardian Permission Form (2320F1l) – if applicable

As the staff member in charge of this field trip, I have a complete set of required documents and have reviewed them with my building principal to ensure compliance with all district

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Staff Member Signature      Principal or Designee

Adopted: Issaquah School District

Last Revised: 03.30.17
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