

## CATEGORY 2 - FINAL CHECKLIST and AUTHORIZATION - Extended and Overnight Field Trip - Due at least 10 days prior to departure

### Field Trip Checklist/Final-Approval Authorization

#### Required for FINAL Approval

By Checking EACH box below the Principal confirms completion (this information stays in the building)

- Information Session for Parents/Guardians – include agenda
- Provisions for Students Not Participating has been documented
- Form 2320F2e - Field/Activity Trip – Parent/Guardian Permission Forms
- Provisions for Students with Medical Conditions has been documented
- Volunteer Information
- Transportation Information
- Insurance Coverage for All Students
- District Transportation Requested through Trip Tracker – if applicable
- Form 2320F2f – Driver of a Private Vehicle Agreement Form – if applicable
- Form 2320F2g - Ropes/Challenge Course – Parent Guardian Permission Form - if applicable
- Form 2320F2j – Use of Watercraft over 26 Feet Application for Field Trip– if applicable
- Form 2320F2i – Water Activities – Parent/Guardian Permission Form – if applicable
- Form 2320F2k – Parent Voluntarily Providing Transportation During School – if applicable
- Form 6625F – Authorization To Transport Students – Staff Request – if applicable
- DOL Abstract of Driving Record Release of Interest Form – if applicable

By Checking EACH box below the Principal confirms that these have been submitted to the District for Final Approval

- Form 2320F2d - Category 2 Extended Overnight Field Trip Final Approval Application
- List of Students and their Grade Level
- List of Chaperones (Alternates) and their Cell Phone Numbers
- Final Itinerary
- Please confirm that the means of transportation receiving prior approval was not altered

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Principal/Date

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Asst Super / Exec Director/Date

\_\_\_\_\_  
Superintendent/Date