CATEGORY 3 – WIAA SPONSORED FIELD TRIP/ACTIVITY – POST SEASON
ATHLETICS CHECKLIST AND AUTHORIZATION

Field Trip Checklist/Final Authorization
The following required documentation will be completed, collected and verified prior to the field trip/activity:

- **Required for Approval – completed pre-season and information remains in building**
  - [ ] WIAA Sanctioned Post Season Parent Permission Form – Collected for each participant 2320F3e
  - [ ] List of all Eligible Athletes

  *This portion is to be completed at the building. Please check to confirm that the following have been completed.*

- [ ] Communication to Parents/Guardians - documented
- [ ] All non-staff volunteer screened and approved in accordance with Regulation 5630, 5630P
- [ ] District Transportation Requested through Trip tracker – *if applicable*
- [ ] Parent Voluntarily Providing Transportation during School Hours (2320F3k) – *if applicable*
- [ ] Authorization to Transport Student – Staff Request (6625F) – *if applicable*
- [ ] Driver of Private Vehicle Agreement Form (2320F3f) – *if applicable*
- [ ] DOL Abstract of Driving Record Release of Interest Form – *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 procedures.*

- **The items below are to be submitted to the District for approval within one week of departure.**

- [ ] Category 3 Field Trip Application Including:
  - List of Participants (Names and Grades)
  - Detailed Itinerary
  - Supervision Plan (Names and Phone numbers)
  - Financial Plan

  ___________________________  ___________________________
  Staff member Signature/Date  Principal or Designee Approval/Date

  ___________________________  ___________________________
  Executive Director/Date      Superintendent or Designee/Date

Adopted: Issaquah School District 411

Last Revised: 04.30.17
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