School Trip Check List

**Pre-Trip** Conversation for Approval of Proposed Trip with Principal one month prior to any conversation with student(s)

Field Trip Consent Form

Missing Student Protocol

Trip Form A (Day Trip- Submitted 2 Days Prior) or B (Overnight Trip- Submitted 60 Days Prior**- electronic PDF itinerary and parent consent form sent to principal**

Field Trip Charter Order Form

Travel Information Form (Driving Students)

Criminal Record Check /Vulnerable Sector search

Child Abuse Check

J Form Completed – If driving students **(**copy of driver’s license, permit, safety inspection & insurance)

Provisions have been made for students with Special Needs (Safety Protocol)

If required a parent meeting must be held

**All completed forms are to be submitted to the Office by the required time.**