Endicott School District
Field Trip Check List

Please make sure the following items are complete well in advance to your field trip:

Pre Trip

____ Administrator Approval – *at least 2 weeks prior to trip*

____ Sub Request – *at least 2 weeks prior to trip*

____ Bus Request – *at least 2 weeks prior to trip*

____ List of Students Attending to the Secretary and Other Teachers – *by the Wednesday prior to the trip, so Debbie can review care plans and medication can be gathered; and so teachers can prepare students for the work being missed*

____ Notify Kitchen Staff – *at least 2 weeks prior to trip*

____ Notify All Other Staff – *at least 2 weeks prior to trip*

____ Pick up Medical Bag in Office – *day of trip*

Post Trip

____ Return Medical Bag to Office – *upon return or first thing the following school day if returning after 4:00*

____ Notify Office of any Incidences from Trip – *upon return or first thing the following school day if returning after 4:00*

Signature: _____ Date: _____