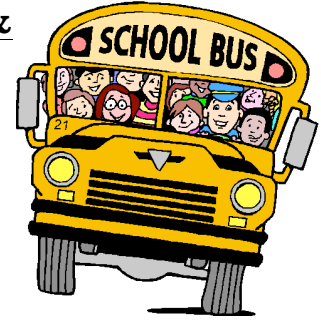


Noble Field Trip Confirmation & Check List



Teachers: _____

Date of Trip: _____

Destination: _____

- ___ 1. Check school calendar for conflicts before setting date for trip.
- ___ 2. Turn in original copy of field trip approval by principal.
(Application for Auxiliary Transportation/Trips)
- ___ 3. Make arrangements with destination.
- ___ 4. Reserve buses through LAUSD transportation.
- ___ 5. Calculate cost per student _____.
- ___ 6. Create Field Trip permission slip. Be sure to include lunch information.
- ___ 7. Recruit chaperones. (1-10 ratio)
- ___ 8. Collect permission slips and money (if applicable).
- ___ 9. Notify the Cafeteria at least 15 school days in advance.
How many bag lunches will be needed?
- ___ 10. Check with the Health Office to see if any of your students will need to bring medication on the trip.
- ___ 11. Give the attendance office a list of students who are going and a list of students who are staying back and where they will be. Always give the office the top part of the permission slips, prior to going on the bus.
- ___ 12. Pick up First Aid Kit from the nurse's office.
- ___ 13. Have a wonderful time!

