



FIELD TRIP CHECKLIST

TEACHER(S): _____
of Students

of Students

of Students

DESTINATION: _____

DATE/TIME: _____

CONTACT PHONE: _____

Classroom Teachers are responsible to:

- Complete all forms in advance and submit notice of field trip for Noble News.
- Confirm five days before trip with Transportation Branch at 323-342-1460.
- Pick up First Aid Kit from School Nurse and return at the end of the day.
- Ensure all Permission Slips are complete and signed by Parent or Guardian. Give top portion to office and take bottom portion with you on the trip.
- Complete this checklist, attach permission slips, and leave with office staff on the day of your trip.
- Pick up School Lunches and Milk from Cafeteria Manager. Be sure it is packed on the bus and return any coolers or crates at the end of the day.
- Review bus and trip behavior standards in the classroom before leaving.
- Remain in the classroom until notified by the office that the bus has arrived. Be sure to take attendance before you leave.
- Evaluate the trip upon returning.