

# ASPEN ACADEMY FIELD TRIP REQUIREMENTS

Please complete for each field trip at least 2 weeks in advance of planned trip.

Teacher \_\_\_\_\_ Class/Grade \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Returning: \_\_\_\_\_

Location \_\_\_\_\_

Number of Students Impacting \_\_\_\_\_

Funding Source:  Student  Grant

Briefly describe the state standard(s) the trip will enforce or implement:

Approved

Not Approved

\_\_\_\_\_  
*Administrator Signature*

\_\_\_\_\_  
*Date*

## To Do's

\_\_\_\_ Have Jean add to Building Wide Calendar

\_\_\_\_ Notify Lunch Manager

\_\_\_\_ Fill out Transportation Form/Turn into Eric

\_\_\_\_ Meet with nurse for medication

\_\_\_\_ Inform parents/guardians (send Permission Slip)

\_\_\_\_ Notify Eagle's Nest if applicable

\_\_\_\_ Notify Specialists if schedule is changed

\_\_\_\_ Have Jean copy to necessary folks

\_\_\_\_ Notify Special Education/Paras Needed

\_\_\_\_ Notify Business Office of money collection and payment requirement

\_\_\_\_ If student(s) are not attending, arrange supervision, have plans prepared and notify administration