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.**