

SEATTLE PUBLIC SCHOOLS

PRINCIPAL'S CHECKLIST

Single-Day, Local Field Trips

Section 1 – Three Months Prior to Field Trip

- **Approval for Field Trip:** I have reviewed the plan for the field trip to _____ on _____, and I give tentative approval for the students to participate. The proposed activities have an educational value aligned with the curriculum and instructional goals of our school. The date does not fall during student testing periods.
- **Lack of Funds:** I understand that no qualified students who are members of the group traveling may be excluded from a school-sponsored field trip due solely to their inability to pay in full. To help students in need of funds, the following actions are being taken:
- **Approval for Field Trip Fund-Raising:** I have reviewed the plan for fund-raising for this field trip and give my approval for fund-raising activities to begin.
- **Return of Funds:** Any funds not used for this trip will be returned in the following way:

Principal's Signature:

Date:

Section 2 – Four Weeks Prior to Field Trip

- **Chaperones:** I have reviewed and approved the list of chaperones, after verifying that an acceptable background check is on file for each of them in the main office of the school.
- **Transportation:** I have reviewed the transportation plans and certify that they are in compliance with district procedures, including review and approval of any volunteer drivers and preauthorization of any staff transporting students.

Principal's Signature:

Date:

Section 3 – One Week Prior to Field Trip

- **Releases/Permission:** I certify that for each and every student participating in the field trip there is a signed *Parent/Guardian Field Trip Authorization* form on file in the main office of the school.
- **Disclosure Statement:** Principal, vice principal, ASB advisor, and teachers participating in field trips paid by students (in excess of \$25 per student) have completed a *Field Trip Conflict of Interest Disclosure* form.

Principal's Signature:

Date:

Retain a copy of this form with other field trip papers in your school's main office.