

Los Angeles Unified School District Edward R. Roybal Learning Center

Field Trip Check List

Field Trips will be organized by the teacher overseeing the activity. The following checklist will assist you in ensuring that all the necessary procedures are followed and completed. Please include this **along with** all other required forms when submitting a request for a Field Trip. All the forms required can be found in our [Staff Handbook](#), which is located at roybaltitans.net. **The process must be completed at least 45 working days before the trip.** ALL information must be completed in order to begin processing your request. *Submit your completed request, along with this checklist to Monica Martinez in our Main Office.*

Responsible Credentialed Person(s):	
Location of the Trip:	
Date of the Trip:	Time of Trip:
Number of Students:	
Number of Certificated Adults:	Number of Chaperones (including certificated adults):
Process of Transportation:	
<ul style="list-style-type: none"> • School Bus • Walking • Other: _____ 	

Checklist of items to complete 45 days prior to the Field Trip (please initial indicating you have taken care of each item)*:

1. _____ Complete the Field Trip Proposal Form and LAUSD Request for Approval of School Organized Trip.
2. _____ Obtain list of all students attending trip and complete the Field Trip Checklist for School Nurse (*this is required before the Principal can sign any request for a fieldtrip*). Attached the Nurse's clearance and list of students to your request.
3. _____ Identify all your chaperones (1 certificated employee per bus; 1 chaperone for every 10 students). Remember, we can also ask parents to chaperone. Chaperones, and employee numbers for LAUSD staff, must be included in the LAUSD Request for Approval of School Organized Trip form.
4. _____ Issue District Permission Slips (can be found in the online staff handbook) and Teacher Courtesy Notification (for trips taking place during the school day) to students for completion.
5. Once you have completed the above steps and have all required paperwork signed, please submit your request to Monica Martinez in the Main Office.
6. _____ **Once approved**, if a bus is required, **please complete the online transportation form** (you will need a funding source). The online bus reservation can be found at <http://fieldtrip.lausd.net>. You need your LAUSD single sign-on to complete this request. Print your confirmation page and attach to your paperwork. Buses need to be reserved at least 30 days in advance, so please make sure to fill out all paperwork 45 days before your event to ensure we meet the transportation deadline.
7. _____ Are school lunches needed? Please make arrangement with the cafeteria manager at least 3 weeks in advance.
8. _____ Is a substitute teacher needed? Please speak to Ronnie to ensure funding is available. You will need to schedule your own substitute.

**Remember: Certain field trips require extra paperwork, so be sure to read the Updated LAUSD Field Trip Handbook to obtain copies of all forms needed and to inform yourself of all required processes, as these may require extra time for processing and approval.*

10 days prior to the Field Trip:

9. _____ All permission slips should be signed and returned to certificated employee responsible for organizing the field trip.

The Day of the Trip:

10. _____ Take attendance and return the list of students along with the completed and signed Parent/Guardian authorizations (top portion of the permission slip) to the Main Office. Only students that have been cleared by the Nurse may attend the field trip. You will take the Authorization for Medical Care portion of the permission Slip with you.
11. _____ Collect lunches from Cafeteria and distribute to each student.

Certificated Person Organizing Trip (Signature): _____