



Field Trip Instructions

Planning for Your Trip:

To increase emergency preparedness, the following procedure is to be followed for all field trips. All forms are found on the CTE Staff Resources, Teacher Resources webpage:
<https://www.kresa.org/Page/2453>

- 1) Obtain permission from your program administrator by submitting the [CTE Pre-Approval Form](#)
- 2) Submit a fully completed [Field Trip Transportation Request](#). This should be submitted no later than two weeks prior to trip.
- 3) When transportation has been confirmed, prepare the [Field Trip Student Roster](#). This form has been created to provide emergency contact information for all individuals transported on a field trip.
- 4) Provide a copy of the Field Trip Student Roster to the [Transportation Coordinator](#) who will share it with the transporting district.
- 5) **Highly Recommended:** Prepare a Field Trip Binder that includes all permission slips, medical release forms, and the student roster. I recommend a very bright colored binder that will be easy to see if it gets thrown around in an accident.

Day of Trip:

- 1) Have at least two copies of the Student Roster, one for you, one for the driver, possible additional copies for technical assistants and/or chaperones.
- 2) Mark attendance on all copies of the Student Roster, distribute copies as indicated above. Be sure to place a copy in the Field Trip Binder if you prepared one.
- 3) In case of accident or other type of emergency, share roster with first responders.

Please contact the Transportation Coordinator, [Kris DeRyder](#), with any questions.