

WENATCHEE SCHOOL DISTRICT NO. 246
FIELD TRIP CHECKLIST

Please complete the following form and submit it to your Department Administrator along with the Request for Field Trip Form.

School(s): _____

Person(s) in charge: _____

Phone Number: _____

Alternate Phone Number: _____

Complete Field Trip/Student Transportation Form (One month notice in-state, 90 days out-of-state) Copy Attached []

On the Building Calendar (4 weeks notice) Completed []

Parent Permission Forms completed In Progress [] Completed []

Accommodations arranged for Special Needs students In Progress [] Completed []

List of all participating students and Checklist sent to School Nurse (4 weeks notice) In Progress [] Completed [] Copy Attached []

List of all participating students and Checklist sent to Attendance Office (2 weeks notice) In Progress [] Completed [] Copy Attached []

Ordered sack lunches using the WSD website (2 weeks notice) Completed [] Non-applicable []

FIELD TRIP ITINERARY

Destination: _____

Departure Date: _____

Time of Departure: _____

Pick Up Location: _____

Please complete if the bus must stop at more than one school:

Time of Departure: _____

Pick Up Location: _____

Time of Departure: _____

Pick Up Location: _____

Time of Departure: _____

Pick Up Location: _____

Time of Return Pick Up: _____

Return Date: _____

Estimated Time of Arrival: _____

Drop Off Location: _____

Please complete if the bus must return to more than one school:

Estimated Time of Arrival: _____

Drop Off Location: _____

Estimated Time of Arrival: _____

Drop Off Location: _____

Estimated Time of Arrival: _____

Drop Off Location: _____

Name (please print)

Today's Date