

Field

Trip

Staff Member Completes:
1. FS-140 Request for Approval of Routine Field Trip or FS-141 Unusual Field Trip.
2. *Purchase Order, if necessary.*



Checklist

If 8th PERIOD
RELEASED

8th Period Coordinator reviews Field Trip Request & notifies teacher of approval/non-approval.
If approved, gives form to Division Manager.

OR
IF CURRICULAR,
GIVE TO DIVISION
MANAGER

Division Manager reviews Field Trip Request with other division managers & notifies teacher of approval/non-approval.
If approved, gives form to Assistant Principal.

GIVE TO AP

Assistant Principal reviews Field Trip Request & notifies teacher of any concerns.
If approved, gives form to Dorothy Diggs in the Activities Office.

GIVE TO
ACTIVITES OFFICE

Activities Office (Dorothy Diggs) will notify staff member when all paperwork is completed, enter field trip into FCPS Web Field Trip and TJ's Online Calendar.
Submit form to Risk Management, if unusual.
Submit form to David Gardziel, if FCPS busses are needed.



GIVE BACK TO
FIELD TRIP
SPONSOR

Staff member distributes forms and collects signed forms:
FS-152, Parental Authorization and Acknowledgement of Risk for Field Trips.
Emergency Care Card.
FS-142, Driver's License and Vehicla Information, if parents/students are driving.

EMAIL TJHSST
ALL STAFF

Include the following in the TJHSST ALL STAFF: List of students, date(s) and period(s) missing.
Attendance will be entered into SASI. Clinic will review list of students who require medication.
AP's Administrative Assistant will place on L-Team minutes.

