

Sample High School Field Trip Procedures

Step #1: Complete E-Learning training on Field Trips

Step #2: Complete E-Forms 1894: Field Trip Form (Route to the AD)

- *Complete all areas**
- *Check (in county) (in state) (out of county)**
- *Describe in detail what form of transportation will be utilized**
- *Destination should include full street address**

Step #3: Complete E-Forms 0032: TDE -FIELD TRIPS ONLY (Route to the AD)

- *Complete all areas**
- *Dollar amount must match all areas of the TDE**
- *Duty hours: Enter "0" for Duty hours "0" if your trip is not during working hours. Enter 7.5 if you will be off campus the entire school day**

Step #4: Complete E-Forms: 2149 (Route to the AD one week before trip)

- *Roster of all attendees including students, teachers, and chaperones**
- *ALL volunteers must be registered and approved**

NOTE: If these documents are not received and signed by Principal the field trip WILL NOT take place and no reimbursements will be given.

**Please submit these forms to the Athletic Director electronically
(Hand delivered papers will NOT be accepted)
AT LEAST ONE MONTH IN ADVANCE**