**Edison High School Field Trip to do’s**

**Step 1: Fill out forms**

* Fill out forms and **turn in all forms to Ruth, the financial secretary.** (see chart below for what forms you need to fill out, she has packets available to pick up)
  + If you are taking an **overnight trip** all forms must be turned in **at least 2 months prior** to your departure date
* Fill out permission slips (include teacher approval if student will miss class)
* Volunteer Chaperones must have cleared fingerprints on file with the district.
* All trips must have at least 1 chaperone per 10 students.
* All field trips must be approved by Vice Principal and placed on the master calendar prior to any busses being ordered
* If you are driving private autos, all drivers must be FUSD employees, or have cleared fingerprints on file with FUSD Human resources… AND ALL DRIVERS must fill out the driver form that is attached.

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| --- | --- | --- | --- |
| **Overnight** | **Day trip with cost** | **Day trip Private Auto** | **Day Trip No cost (walking)** |
| (**turned in at least 2 months prior)**   * FUSD overnight field trip * Edison Field trip request Form **OR** FUSD planning sheet * Typed Itinerary * Parent consent for student to attend * Teacher consent for student to miss school | (turned in at least 4 weeks prior)   * Edison Field trip request form **OR** FUSD Planning Sheet * Typed Itinerary * Parent consent for student to attend * Teacher consent for student to miss school | (Turned in at least 2 weeks prior)   * Edison Field trip request form **OR** FUSD planning sheet * Typed Itinerary * Edison private auto volunteer form * FUSD certification of Auto Insurance * Parent consent for students to attend * Teacher consent for Student to miss school | (Turned in at least 2 weeks prior)   * Edison Field Trip Request form * Typed Itinerary * Parent consent for student to attend * Teacher consent for student to miss school |

**Step 2: Admin review**

* Vice Principal will check the master calendar to make sure field trip does not interfere with important testing or other potential conflicts
* Vice Principal will place field trip on master calendar.
* Vice Principal will return permission slips with her signature that verifies the field trip was approved.
* Vice Principal will give the other paper work to a secretary to hold and file by date.

**Step 3: Students fill out permission slips**

* Teacher/sponsor of the field trip will make copies of the field trip permission slip (with Quinto’s signature)
* Teacher/sponsor will collect the permission slips and make 2 copies.

1. Copy to be kept with teacher and students on the trip
2. Copy to be given to attendance **with a roster of students** attending the trip for attendance to be cleared

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1. Originals to be given to secretary to be filled with the other paperwork.

(These should be given to the secretaries at least one day prior to the trip)

If you have any questions please contact Vice Principal Rachel Quinto.