

Clinic Field Trip Notification Form

Once a field trip has been scheduled, you must:

1. Print and complete this form to turn into the building clinic.
2. Attach a current class roster for all classes attending, or a list of individual students, to this printed and completed form for the clinic to evaluate student needs. Please highlight on student roster any students that have individual health care plans (IHCP) and note if the parent or representative will be attending the field trip with student.

*****This information must be received in clinic at least 2 weeks prior to trip*****

Teacher's Name: _____ Teacher Room #: _____

Date of Field Trip: _____ Time of Field Trip: _____

Location and Activities Planned: _____

Will the students be eating at _____ **school** or _____ **on the trip?**

(Please follow the Food Service procedures located on website)

Teacher's Signature: _____ Date: _____

Clinic Staff Signature: _____ Date Received : _____

Please make 2 copies once you sign this form to turn into the clinic and administration, and then keep a copy for your records

IMPORTANT NOTE: The teacher is responsible for obtaining copies of all students' Emergency Medical Forms (EMF) to take with them on trip. A student must have an EMF on file in order to attend.