

Planning for and Scheduling

Field Trips

Check List:

- Field Trip Cover Page (SMMCS website)
- Field Trip Permission Request Form (FM-2431)
- Parent Permission Form (FM-4573)
- Field Trip Roster (FM-3530)
- Field Trip Chaperone List (FM-6802) - include number & Level
- Itinerary
- Other (if applicable)
- Transportation (highlight Approved Vendor from list)
http://procurement.dadeschools.net/field_trips.asp

*Ensure that an educational purpose for the Field Trip is clearly provided.

South Miami Middle Community School

Field Trip Cover Sheet

2009-2010

Internal Coverage Arranged

(see attached student list)

Faculty Name	Class	Faculty Name	Class

Substitute is covered by District, funding structure is included:

APPROVED:

Teacher / Club Sponsor

Magnet Lead Teacher

Activities Director

Assistant Principal

Principal

Field Trip form is being returned for the following reason(s)

Field Trip Permission Request

Parent Permission Request

Student Roster (all info. must be completed and typed for all field trips)

Chaperone List

Trip Itinerary (leaving from South Miami Middle Community School)

Time Line

Transportation