

# MIAMI SOUTHRIDGE FIELD TRIP REQUEST CHECKLIST

**COMPLETE THIS CHECKLIST AND ATTACH TO YOUR PACKET**

TEACHER / ADVISOR \_\_\_\_\_

TRIP DESTINATION \_\_\_\_\_ DATE(S) OF TRIP \_\_\_\_\_

ALL FORMS ARE TYPED.

**TIME LINE** (*check one*)

- In-County (turned in **15 business days** prior to trip)
- Out-Of-County Pre-Approved Field Trip (turned in **30 business days** prior to trip)
- Out-Of-County other than pre-approved (turned in **45 business days** prior to trip)

**TEMPORARY DUTY APPROVED.**

- # of Chaperones \_\_\_\_\_ (All chaperones on the roster must complete a Temporary Duty Form)
- Administrator signature \_\_\_\_\_

**FIELD TRIP REQUEST FORM (FM 2431)**

- Destination, **Date & Time** completely filled out
- Teacher / Advisor signature on form
- Number of Students Participating in Trip** matches the number of students listed on roster
- Total Number Chaperones** matches the number of chaperones listed on roster
- Transportation section completed and a **printed copy of the vendor approval must be attached**. Approved Private School Bus and Chartered Bus vendor verified by using the Department of Procurement Managements website at <http://procurement.dadeschools.net/field-trips.asp>
- Department Head Signature in bottom margin of form
- Miami Southridge typed in **School field** (next to Principal Signature at the bottom of the form)

**FIELD TRIP ROSTER (FM-3530)**

- Make copy for your records and Attendance Office

**CHAPERONE ROSTER (FM-6802)**

- Volunteer numbers or DCPS employee number and **levels** must be listed
- Teacher / Advisor signature on form

**PARENT PERMISSION FORM (FM 4573)** (original)

- Page 1 and 2 complete

**FIELD TRIP INFORMATION FOR OUT OF COUNTY TRIPS** (*if applicable*)

- Letter of invitation, sanction, and/or contract.
- Itinerary

**TRANSPORTATION**

- Purchase Order for buses attached (if no Purchase Order is necessary, please explain why).

**OPTIONS** (*check one*)

- M-DCPS Transportation (form **FM-1596** must be submitted to the appropriate Transportation Center ten (10) days prior to the field trip)
- Private Bus or Chartered Bus
- Private Vehicle
  - Request for Approval to Use Private Vehicle For Transportation (**FM-6298**). Completed for each driver.
  - A copy of a Valid Driver's License and Insurance Card attached.

**NOTE: If ten (10) or more students are going on a field trip, you must have adult drivers or a bus.**

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Returned For Corrections: \_\_\_\_\_