

**School Trips**  
**Appendix A - Checklist****Checklist**

- Principal shall contact District for tentative approval of an overnight trip no less than:
  - twenty (20) teaching days prior for trip within Province
  - forty (40) teaching days prior for trip outside of Province
  
- Provide the following to the Director of Schools and Office of the Superintendent (Director of Curriculum and Instruction)
  - educational purpose of trip
  - brief outline of planned orientation and follow up to the trip
  - detailed itinerary, including dates, arrangements for travel and accommodations
  - methods by which the trip is funded
  - list of students involved, including grade levels and Medicare numbers, and telephone numbers for parents/guardians
  - list of chaperones
  - budget details
  
- Provide the following to the parents/guardians
  - detailed itinerary, including dates, arrangements for travel and accommodations.
  - informed consent
  
- Completed Individual/Group Out-of-Province Travel and Request for Absence forms.
  
- Informed written consent received from parent(s) or guardian(s) prior to departure
  
- List of student participants, chaperones, itinerary, contact points and Medicare numbers left at school, Office of the Superintendent, and a copy kept in glove compartment of the vehicle(s) being used to travel.
  
- Final approval from Director of Schools / Director of Curriculum & Instruction and Superintendent.