

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Field Trip Checklist**

**SCHOOL NAME:**

**DATE OF TRIP:**

**DESTINATION:**

**LOCAL DISTRICT:**

**Type of Field Trip:**

- Routine** – (Sites on the Pre-Approved site lists and trips to District owned properties- eg: Clear Creek & Pt. Fermín Outdoor Education Centers)  
*The School site Principal is authorized to approve all routine field trips. Routine requests do not need to be processed through the Local District Offices; however, the Principal has the responsibility to maintain the records, to ensure the safety of students, including appropriate transportation for special needs students, and to certify the educational value of each field trip.*
- Non-Routine** – (includes Sites NOT on the Pre-Approved site lists, overnight, & out of state/country) **PLEASE ALLOW UP TO 45 DAYS FOR PROCESSING**
  - Day Trip**
  - Overnight** – Overnight trips to locations on and not on the pre-approved field trip site list must follow the Non-Routine process.
  - Out of State/Country** – all out of state/country trips sponsored by LAUSD must receive approval from the Office of the Superintendent. (Out of state waivers are required of all adults and all students participating in the trip).

*Order of Approvals: 1) Principal, 2) Local District, 3) Local District will forward Field Trip Packet to Risk Management/Risk Finance and Outdoor Education-(If applicable), 4) Out-of-State trips requires signature from the Office of the Superintendent.*

- **Neither students nor their parents may be charged a fee or other charges for a field trip.**
- **No child shall be excluded from a field trip because of a lack of sufficient funds or special needs.**
- **Schools cannot require parents/guardians to accompany their disabled child on a field trip when a similar obligation is not imposed upon parents/guardians of nondisabled students.**
- **Schools may not require a “mandatory donation” as a condition to participate in a District sponsored field trip.**
- **Some sites not on the Pre-Approved list are subject to providing a certificate of insurance which meets the District’s Insurance requirements.**

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**Routine Trips**

- Request for Approval of School Organized Trip for Students form.
- Confirmed site is on the Pre-Approved Field Trip Site list.
- List of students
- List of adult chaperones
- NON-LAUSD** employees checked against the Megan’s Law database
- Signed (“Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care – IV. D. (Trip Slip)”) Signed copies maintained at school
- Nurse Clearance (Refer to [Field Trip Handbook Checklist for School Nurse](#); p. 39)
- Ensured availability of basic first aid kit.
- 1 certificated staff member per class
- 1 adult for every 10 students (**RECOMMENDED**)
- 1 adult for every 5 students (when swimming/beach is involved) (**RECOMMENDED**)
- Travel Request Form – 10.12.1 (If applicable)

**Method of Transportation:**

- School Bus (78 per bus), including appropriate transportation for Special Needs students. *Please contact the Transportation Services Division for more information at (800) 522-8737.*
- Walking (1 mile each way is maximum recommended distance)
- Automobile
  - Attachment B for each student signed by the parent  
[Refer to [Bulletin 5310.0](#) pages 5 (English) and 6 (Spanish)]
  - Attachment C for each driver  
[Refer to [Bulletin 5310.0](#) pages 7 (English) and 8 (Spanish)]
    - Clear copy of current driver’s license
    - Clear copy of driver’s current automobile insurance card
- Van Rental – \*(15 Passenger Vehicle requires DMV endorsement)
  - Attachment B for each student signed by the parent  
[Refer to [Bulletin 5310.0](#) pages 5 (English) and 6 (Spanish)]
  - Attachment C for each driver  
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    - Clear copy of current driver’s license
    - Clear copy of driver’s current automobile insurance card

*\* Employees of school districts, private schools, community colleges, and California State Universities who operate 15-passenger vans must have a CDL with a passenger transport vehicle (PV) endorsement. A 15-passenger van is a van manufactured to accommodate 15 passengers, including the driver, or a van "designed" to carry 15 passengers, including the driver, even if seats have been removed to accommodate fewer than 15 passengers (California Vehicle Code (CVC) §§233 and 15278).*

- Airplane (indicate the airline & flight info if known. If airline booking is contingent upon Risk Management approval please provide info once trip is approved).
- Approved Charter Bus – Refer to Transportation Services Division Approved Charter

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Bus Companies list. Name of Charter Bus Co. \_\_\_\_\_

- Public Transportation (indicate method)
- Care Custody & Control letter (if student is driven by parent or guardian to field trip site or driven to site other than the school – eg: airport, boat dock).
  
- Principal signed field trip form (site administrator must ensure all documentation & information has been provided and is complete).
- RECORDS MAINTAINED AT SCHOOL SITE.**

**Non-Routine Trips –Day Trips**

- Request for Approval of School Organized Trip for Students form (Signed by Principal)
- List of students
- Signed (“Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care – IV. D. (Trip Slip)”) Signed copies maintained at school
- Nurse Clearance (Refer to [Field Trip Handbook Checklist for School Nurse](#); p. 39).
- Ensured availability of basic first aid kit.
- List of adult chaperones with immediate contact information (i.e. cellphone number)
- 1 certificated staff member per class
- 1 adult for every 10 students (**RECOMMENDED**)
- 1 adult for every 5 students (when swimming/beach is involved). (**RECOMMENDED**)
- NON-LAUSD** employees on the trip have been checked against the Megan’s Law database. [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)
- Itinerary - schedule of events listed by timeline.
- Travel Request Form – 10.12.1 (If applicable)

***Method of Transportation:***

- School Bus (78 per bus), including appropriate transportation for Special Needs students. *Please contact the Transportation Services Division for more information at (800) 522-8737.*
- Walking (1 mile each way is maximum recommended distance)
- Automobile
  - Attachment B for each student signed by the parent  
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- Airplane (Indicate the airline & flight info if known. If airline booking is contingent upon Risk Management approval please provide info once trip is approved).
- Approved Charter Bus – Refer to Transportation Services Division Approved Charter Bus Companies list. Name of Charter Bus Co. \_\_\_\_\_
- Public Transportation (indicate method)
- Care Custody & Control letter (if student is driven by parent or guardian to field trip site or driven to site other than the school – eg: airport, boat dock).

***Athletic Trip***

- Approved Sanctioned Form (Signed by Interscholastic Athletics)

***Outdoor Education Field Trip – (Camping, Hiking or Backpacking):***

**CIMI – (Long division activity is not permitted)**

- A map of the hiking and/or camping area(s) submitted with application
- The name of the person trained in Red Cross First Aid, Verification (photo copy) is required. A first aid kit is required on all trips;
- If students participate in water activities such as swimming, a person with a Red Cross Lifeguard certificate must be present at all times. Verification (photo copy) is required;
- Field Trip Notification Letter to Parents - **This letter must clearly state that no student is obligated to pay for his/her participation on the field trip; and if they are unable to pay, they cannot be individually withheld from the field trip as a result.**
- Questionnaire "[Student Preparation for Camping and Backpacking Trips](#)"
  - (Attachment F) is designed to assist in the preparation for day or overnight trips. Please note, backpacking trips must complete the entire questionnaire (both ‘A’ and ‘B’), camping trips may complete only Section “A”.  
**(Not required for CIMI nor Astro Camp)**
  
- Principal signed field trip form (site administrator must ensure all documentation & information has been provided and is complete).
- Trip Packet submitted to Local District – Date submitted \_\_\_\_\_
- (Local District) Trip Packet submitted to Risk Management – Date submitted \_\_\_\_\_

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**Non-Routine Trips – Overnight**

- Request for Approval of School Organized Trip for Students form (Signed by Principal)
- List of students
- Signed (“Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care – IV. D. (Trip Slip)”) Signed copies maintained at school
- Nurse Clearance (Refer to [Field Trip Handbook Checklist for School Nurse](#); p. 39 )
- Ensured availability of basic first aid kit.
- List of adult chaperones with immediate contact information (i.e. cellphone number)
- 1 certificated staff member per class
- 1 adult for every 10 students (**RECOMMENDED**)
- 1 adult for every 5 students (when swimming/beach is involved). (**RECOMMENDED**)
- NON-LAUSD** employees on the trip have been checked against the Megan’s Law database. [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)
- Itinerary - schedule of events listed by timeline for each day of trip
- Hotel Accommodations – specify name
- Confirmed sleeping arrangements for students (boys w/boys, girls w/girls).
- Confirmed sleeping arrangements for chaperones (chaperones are staying in a separate room.
- Travel Request Form – 10.12.1 (If applicable)

**Method of Transportation:**

- School Bus (78 per bus), including appropriate transportation for Special Needs students. *Please contact the Transportation Services Division for more information at (800) 522-8737.*
- Walking (1 mile each way is maximum recommended distance)
- Automobile
  - Attachment B for each student signed by the parent  
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- Airplane (Indicate the airline & flight info if known. If airline booking is contingent upon Risk Management approval please provide info once trip is approved).
- Approved Charter Bus – Refer to Transportation Services Division Approved Charter Bus Companies list. Name of Charter Bus Co. \_\_\_\_\_
- Public Transportation (Specify method)
- Care Custody & Control letter (If student is driven by parent or guardian to field trip site or driven to site other than the school – eg: airport, boat dock)

***Athletic Trip***

- Approved Sanctioned Form (Signed by Interscholastic Athletics)

***Outdoor Education Field Trip – (Camping, Hiking or Backpacking):***

**CIMI – (Long division activity is not permitted)**

- A map of the hiking and/or camping area(s)
- The name of the person trained in Red Cross First Aid, Verification (photo copy) is required. A first aid kit is required on all trips;
- If students participate in water activities such as swimming, a person with a Red Cross Lifeguard certificate must be present at all times. Verification (photo copy) is required;
- Field Trip Notification Letter to Parents - **This letter must clearly state that no student is obligated to pay for his/her participation on the field trip; and if they are unable to pay, they cannot be individually withheld from the field trip as a result.**
- Questionnaire "[Student Preparation for Camping and Backpacking Trips](#)"
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- Principal signed field trip form (site administrator must ensure all documentation & information has been provided and is complete).
- Trip Packet submitted to Local District – Date submitted \_\_\_\_\_
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**Non-Routine Trips – Out of State/Country**

- Request for Approval of School Organized Trip for Students form (Signed by Principal)
- List of students
- Signed (“Parent’s or Guardian’s Permission for a Field Trip and Authorization for Medical Care – IV. D. (Trip Slip)”) Signed copies maintained at school
- Nurse Clearance (Refer to [Field Trip Handbook Checklist for School Nurse](#); p. 39)
- Ensured availability of basic first aid kit.
- List of adult chaperones with immediate contact information (i.e. cellphone number)
- 1 certificated staff member per class
- 1 adult for every 10 students (**RECOMMENDED**)
- 1 adult for every 5 students (when swimming/beach is involved). (**RECOMMENDED**)
- NON-LAUSD** employees on the trip have been checked against the Megan’s Law database. [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)
- Out of State/Country Waiver for **ALL ADULTS** participating in the trip.
- Itinerary - schedule of events listed by timeline for each day of trip
- Hotel Accommodations – specify name
- Confirmed sleeping arrangements for students (boys w/boys, girls w/girls).
- Confirmed sleeping arrangements for chaperones (chaperones are staying in a separate room.
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**FIELD TRIPS NOT SPONSORED BY LAUSD**

The District assumes no responsibility whatsoever in connection with extracurricular trips unrelated to the instructional program or purely voluntary school club trips such as ski trips or other non-school activities. Parents of students planning to participate in such extracurricular trips must be informed in writing that the District assumes no liability in connection with the trip. The teacher who undertakes such an activity must be informed in writing that he/she does so strictly in his/her individual capacity and not in his/her capacity as a District employee. Pages 46-48 of the Field Trip Handbook ([Field Trip Handbook](#)) are sample letters which may be adapted for this purpose. No District resources/funds are used. School is not representing District.

**References**

- ❖ REF-2111.0 and REF-2111.1 – Field Trip Handbook and Revised Procedures and Update
- ❖ Education Code 35330
- ❖ [LAUSD Field Trips Website: http://fieldtrips.lausd.net](http://fieldtrips.lausd.net)