

**Monte Vista High School Field Trips
Category 1
(Within 200 Miles – NOT Overnight)**

- Read School Trip Planning Guide

AT LEAST Four Weeks Prior to Trip:

- Complete the InformedK12 online Trip Request. The link and instructions are under Staff Resources on the MV website.
- If a bus is needed, a quote will be emailed to you. Meet with Bookkeeper to discuss funding.
- Send home Permission Slip and Code of Conduct (on the MV website).
- Trip must have 15-1 student to adult ratios including one certificated staff member. Minimum two adults.
- All volunteers, including chaperones and drivers, must apply for clearance through the Volunteer Management System (also under Staff Resources). Drivers must be at least 25 years of age to transport students.
- Check the Health Problem list which was emailed to you at the beginning of the school year to see if any students will require their Epipen. If applicable, call parent to remind student to bring Epipen.

Seven Days Prior to Trip:

- Enter Sub Request in system with account string.
- Alphabetical roster of participating students and driver/chaperones
- Carpool Assignments
- School Trip Permission Slips
- Student Code of Conducts
- Any last minute changes

Teacher Keeps:

- Copies of Permission Slips for chaperones and teacher
- List of drivers and their passengers

Forms and District information can be located in the Library on the SRVUSD website under Staff Resources.