

Monte Vista High School Field Trips
Overnight Travel or Travel beyond 200 miles (Category 2) &
Out-Of-State or International Travel (Category 3)

- Read School Trip Planning Guide

Meet with Assistant Principal to discuss trip:

- Category 2: Less than \$500 per student – 3 months prior
- Category 2: Over \$500 per student – 6 months prior
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- Category 2: Complete the InformedK12 online Trip Request. The link is under Staff Resources on the MV website.
- Category 3: Out-of-state – 6 months prior
- Category 3: International – 9 months prior
- Category 3: Complete the InformedK12 online Trip Request. The link is under Staff Resources on the MV website.
- All volunteers, including chaperones and drivers, must apply for clearance through the Volunteer Management System (also under Staff Resources). Overnight chaperones must be fingerprinted.

Two Weeks Prior to Trip:

- 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 (attached).
- Provide names of fingerprinted chaperones. There must be a 10-1 student to adult ratio. Minimum two chaperones with at least one same-sex chaperone.
- Provide names of cleared drivers. Drivers must be at least 25 years of age.
- 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.
- Enter Sub Request in system with account string.

1 Week Prior to Trip:

- Submit completed School Trip Permission Slips & Code of Conducts to Chris Watson
- Alphabetical roster
- Carpool Assignments
- 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.