

Los Angeles Unified School District
Van Nuys Middle School
Inter-Office Correspondence



FIELD TRIP PROCEDURES

1. Before planning a field trip, the sponsor should check the Master Calendar with Ms. Garcha for availability of dates and file a complete **Activity Clearance Form** with the appropriate administrator.
2. Download the **Request Field Trip** form from www.vannuysms.org and complete it. You will find the form under Faculty/Staff, Forms/Bulletins.
3. All field trips need to be approved by your designated administrator at least 20 school days prior to the trip.
4. See Ms. Gadwood, Title 1 Coordinator, to arrange bus transportation.
5. Arrange for supervision as needed on the field trip (i.e., teachers, parents, etc.).
6. Notify the main office and Ms. Garcha for any class coverage that may be needed.
7. Make arrangements for lunches with the Cafeteria Manager one week in advance. The Cafeteria Manager has a standard lunch that is provided to all eligible students that possess meal tickets. Meal tickets must be given to the Cafeteria Manager in advance.
8. Get parent's signature on **Parent's Permission for a Field Trip and Authorization for Medical Care** form. The bottom portion of the slip must be carried on the field trip - top portion goes to the Attendance Office.
9. **Do not use "Teacher Sign-off Forms"**. Instead, Provide a list of students going on the field trip to the Attendance Office, elective teachers, and PE teachers.
10. Notify Attendance Office of any student absent on the day of the field trip.