School Related Field Trips & Activities

Brief Description of Activity:

Location:

Dates(s) of Activity:

Time :

Teacher Notification/Initials (Optional)

Per. 1_____ Per. 6_____

Per. 2_____ Per. 7_____

Per. 3_____ Per. 8_____

Per. 4_____ Per. 9_____

Per. 5_____

___ UIL (Competition/Events) Student is eligible / must attend

___ Co-Curricular (Part of Curriculum) Student must attend.

___ Extra Curricular (Other Activities) Student does not have to attend. Techer may deny permission

Students Scheduled To Attend

(List of students can be cut and pasted from attendance sheet or other forms)

SN	Student Name	PRE	ABS

_____

Sponsor/Teacher

_____

Principal or Designee

_____

Date

_____

Date

Process/Procedure:

1. Teacher/Sponsor must completely fill out the School Related Field Trip/Activity form.
2. Teacher/Sponsor must submit form to principal at least 2 full school days prior to activity.
3. Principal will review information, approve the activity, and sign the form.
4. Teacher/Sponsor will submit a copy to the attendance clerk and distribute copies to techers or repective students.
5. Where applicable, students will notify repective techers and aquire teacher initials or teacher will receive a list of students scheduled to attend activity in teacher file.
6. Attendance clerk will assign respective attendance code to students on the list.
7. Teacher/Sponsor will submit "revised copy" of form to attendance clerk to report students who did not attend the activity or competition.
8. Attendance clerk will post abscences from "revised copy"
9. Teacher will verify information on attendance verification sheet.