



1. 2 Months Prior

■ Fill out the Student Trip Request Form (Online)

- Before notifying parents, students, or staff members, you must obtain verbal permission/approval from your Principal for field trip.
- Once this is submitted, you will be contacted by Food Service and Transportation Coordinator.

■ NIA's Transportation Coordinator will email you to let you know which type of transportation is available (NIA transportation or rental), as well as if a driver is available.

- A link on where to find Permission Forms/etc. on website will also be included in email.

If approved to use NIA Transportation and Driver

- Transportation Coordinator will let you know which bus/van number you will be using and give you contact information for Athletic Coach to schedule transportation pick up/drop off.
- Mansfield and Cedar Hill: Coach Keith Wagler. Fort Worth and Arlington Campuses: Coach Arthur Ivy and/or Coach Lindsay Moore.

If approved to use a Rental Transportation

Vendor will depend on type of Financing - "Public Finances" or "Student Raised Finances"

- **Public Financing:** Obtain a quote from a charter bus company listed on approved vendor list on website.
- **Student Raised Financing:** Obtain a quote from Durham School Services.
Send Purchase Requisition (P.O) request with an invoice/quote to the Business Office that the school van/bus has been reserved.

■ NIA's Food Service Coordinator will email you

- You will receive an email which includes a Field Trip Roster Form – Fill out one for each grade
- The email will include Roster due date and, if necessary, "Insufficient notice of event will be billed".

Student Trip Guide & Checklist

2. 45 Days Prior

■ Fill out the 2nd Online Form – Student Trip Planning Form

- If using a NIA bus or van you will need to calculate your field trip mileage (instructions will be included in the Online Field Trip Planning Form for you) and add this to the “cost of trip”.
- If using a rental vehicle from Durham you will enter the Durham Invoice Amount in the “cost of trip” on Student Trip Planning Form – mileage is included in Durham’s quote.

■ Information Sent to Parents

- Flyers and permission slips should be delivered to parents – *These forms can be found on the website or S Drive – “Field Trip Forms”*
- Parent Informational Meeting should be scheduled if necessary. (For trips that are not in the local area, parent meetings should be conducted as early in the school year as possible. Please follow the directives of your campus Principal and/or the District Student Trip Coordinator. **NOTE: For out of town or overnight trips – you will need to rent a vehicle from Durham.**
- Parent Communication through Infinite Campus should be scheduled for delivery to parents. Your Principal will provide guidance on how to schedule.
- Provide “Refusal of School-Sponsored Transportation” forms to any parent who will be taking their child to the destination.
- Volunteers have a current Volunteer Application on file or have turned one in for review. (Background checks must be done on all volunteers)

3. 30 Days – 2 Weeks Prior

■ Turn in Rosters, Receipts and Money to Food Service and Business Office.

■ Food Service

- Turn in final roster to Food Service. Rosters are due on the Monday, two full weeks prior to the field trip.
- Use rosters and documents provided by Food Services to collect money from students as appropriate. Please use provided forms. Teacher created rosters should not be used.

Contact for Food Service: Alanna Thornton – athornton@newmanacademy.org

■ Business Office

- Turn in all remaining money, and receipts to the Business office
- At this point, no additional students may be added to the trip
- The Business Office will not issue any payments without sufficient funds in the trip account
- Receipts should be given for all money taken
- The student name, grade and trip must be on each receipt

Student Trip Guide & Checklist

a) Receipt Books

- (1) White Copy: Parent/Student
- (2) Yellow Copy: Business Office
- (3) Pink Copy: Stays in the book

Contact for Business Office: Julie Green – jgreen@newmanacademy.org

4. 1 Week Prior

■ Notify the School Nurse

- Send a list of all students attending the trip, in case the staff member is not aware which students take medication.
- Staff person in charge of giving medications on the trip shall pick up the medication and obtain instructions and medication logs
- Medications should be picked up at least 15-30 minutes before leaving for the trip, but not earlier than prior dose is given.

■ Pick up check(s) from the Business Office (if applicable)

■ Turn in a copy of the final Trip Roster to your school office, school nurse, and attendance clerk

■ Make and take copies of the “Refusal of School Sponsored Transportation” Form

- NIA prefers that all students ride the school provided transportation, however if a parent insists on providing their own transportation, this form must be completed.

5. During the Field Trip

■ Attendance provided to the Attendance Clerk

■ Medication Logs are complete with date/time given, and the initials of the person administering the medication

- If a problem arises, please contact the School Nurse or call 911 according to the Student's Emergency Action Plan if there is not a School Nurse.

■ Receipts are collected for money spent on the trip

■ Incident reports were filled out, and parents & administrators notified for any situations involving the safety or wellbeing of a child.

- Please notify school administration as soon as possible for any disciplinary issues. If the situation involves illegal activity please call 911 and then call school administration.

Student Trip Guide & Checklist

6. After the Field Trip

- ☐ Return all Medication and Medication Logs to the School Nurse immediately upon returning to campus
- ☐ Turn in all receipts and Purchase Orders to the Business Office