

Chinook's Edge School Division No. 73 Online Field Trip Process

Teacher – How to Guide Quick Reference - Field Trip Process

To Request A Field Trip

Direct link to the field trip form – <http://records.cesd73.ca/forms/X2HVv>

All fields with an * are mandatory fields

Go to cesd73.ab.ca – under Quicklinks – Staff – Online Field Trip Form

Link to Laserfiche forms – <http://records.cesd73.ca/forms>

Lookup Previous Field Trip Forms by School - Select a previous trip from the drop down at the top of the field trip form.

**Before setting up your trip, please talk to your admin support about setting up a class in Power School.*

Trip Name – use a simple name such as swimming lessons, Calgary Zoo or Telus Spark. The trip name will auto fill with the information collected.

Field Trip Categories – refer to AP 2 – 09 and AP 2 – 22. The majority of field trips will be Category 1 trips.

Trip Approved – ensure your trip was on the list of trips approved by the Minister of Education

Educational Goals for the trip – list the educational goals you want to achieve

Grade Level of Class – do not use slashes, periods, commas, hypens or underscores. Grade 4 or grade 4 and 5 are acceptable.

Email Consent Forms On – use this date when you want parents to receive the email notification

Consent Forms Required By – use this date when you require the consent and medical forms to be returned by

Trip Departure Date – date(s) of the trip

Trip Return Date – date when the trip will be returning to the school

Student List - Before setting up your trip, please talk to your admin support about setting up a class in Power School.

Course & Section

Course – select the course from the drop down menu

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Course Only – select the course from the drop down menu. This could be where your school admin built a student list for you under *Field Trip Forms* in the drop down.

To **add students individually** – select the course and section, find the student name and add

Trip Total Number of Students – This will auto fill

Max Number of Students – leave at “0” unless you have a maximum number of students that your trip can take. This is an important field to leave at “0”.

Itinerary

Date – date of trip

Activity – purpose of your trip

Destination – self-explanatory

Mode of Transportation – self-explanatory

Departure Time – self-explanatory

Departure Location – usually the school

Return Time – self-explanatory

Return Location – self-explanatory

If your trip has multiple dates and/or locations you can add them by clicking on “Add”.

Insert the **Names of the Staff Supervisors** if known or add TBA

Number of Parent Supervisors estimation

Name of Parent Supervisors – add if known of add TBA

Supervisors present at destination – if known

Hazard and Risk Assessment – list Hazards

High Risk Activities – list

Plans to Mitigate Risk – list

Special Training of Supervisors – list if known

Cost and Funding Arrangements

Substitute Teacher – yes or no, this field does not book a sub for you

Transportation Requirements

Bus needed – yes/no, this does not book a bus for you, you still have to follow your school process for booking of buses

Handicapped bus – yes or no

Trip Fees – Yes or no, again your trip needs to be on the list approved by the Minister of Education with the fees that were indicated on that list.

Total Cost of Field Trip – overall cost

Charge Per Student – the fee that will be added on the student Rycor (Acorn) list

Other Funding Sources – please indicate if you are using SGF funds or classroom funds and the amounts.

Trip has multiple fees – if you have a ski trip and there are fees for the lift, rentals, helmet, lunch, bus, etc. please call your liaison finance person to discuss this with them. Sometime it is better for them to list these fees in Rycor.

**This is the area that if you are planning ahead and you do not want the fee added to the student account now you can provide instructions when you want the fee added for the trip.*

Plan to maintain communication with school – can be “teacher carries cell phone” or something similar

Plan to access First Aid Kit – first aid could be available on site or you can carry a first aid kit

Plan to access First Aid Personnel – please list

Field Trip Leaders Cell Phone Number – please list a cell phone number

Muster Location – “if required” field

Parent Communication Plan

Parent Letter – teachers can cut and paste in this field. This is for information that parents will receive in the email.

Additional Comments – Any additional comments can be added here. *This field is not sent to parents.*

Signature of Field Trip Leader – type or sign your name.

At this time or on any page, teachers are able to save the form as a draft. If you choose this option you will receive an email with a link to the form. If you delete the email you can access the form by logging into the teacher account.

Submit – the form is sent to the principal for initial approval for your trip.

Recommendations

Rather than include the whole school or entire grade in one trip, split the trip by teacher. This way one teacher isn't going to be overwhelmed with an email from every student in the school. It is much easier to manage a trip by teacher.

When one grade is going to the same venue, after the first teacher completes the field trip submission the next teacher can use the trip from the *previous trip* drop down menu and change the list of students and the teacher name. The next teacher can do the same.

If you have a complex trip please email or call us **before** you begin the trip request.

Send email inquiries to: corporateservices@cesd73.ca