

Updates/Reminders for staff doing Field Trip Forms

As admin support now login to field trips through the principaloffice account - you will need to click on “assign to me” to make changes in any field trip form.

Type of Field Trip	Concern	Remedy
Phys Ed 10/20/30 by group	Too vague. If you are going to clump the whole year in, you must list every single trip with details (which is almost impossible to predict). We suggest not to do it this way.	Do Field Trip forms for each specific field trip
All Field Trips (especially activity based)	Phrasing of hazards	<p>Do not just say: Risks associated with hiking.</p> <p>Instead add: Including but not limited towith a long list of specific hazards related to the activity. Those hazards can be found in AP AP 2 – 22: Safety Guidelines for Alberta Schools (this link is found in AP 2-22)</p>
All Field Trips	Running Field Trip Package	Ensure the teacher runs the Field Trip package prior to trip departure.
All Field Trips	Printing Field Trip Medical Package from PowerSchool	Do not do this. Use the Field Trip Package within Laserfiche only.
All Field Trips	Volunteer Drivers	Please be sure that all volunteer drivers have \$2M liability insurance.
All Field Trips	Prohibited List	Review AP 2-09
All Field Trips	Not closing field trips	All trips must be closed by June 30th each year.
All Field Trips	Watching for consent/no consent	If we have not received the consent, the student may not go. Be sure to watch the

		system for whether or not we have consent for all students going on the field trip.