Coral Springs High School

[Field Trip Manual](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/25361/Field%20Trip%20Manual%202022_2023%20Revised.pdf)

**Local Field Trip Checklist ONLY**

[**Click here for out of Tri-County Area/Overnight/International Field Trip Checklist**](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/25361/finalChecklist_Overnight_Field_Trip.docx)

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Trip** | Principal Designee | Yes | No |
| [Administrative Field Trip Approval Form (if applicable)](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/25361/Fillable_Administrative%20_FT_Form.pdf) |  |  |  |
| [Field Trip Form](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/25361/fillable_Local%20Field%20Trip%20Form.pdf)  completed with following information: |  |  |  |
| Name of Group Requesting Field Trip |  |  |  |
| Name of Principal Designee (Teacher Requesting Field Trip) |  |  |  |
| Name and Address of Destination of Field Trip |  |  |  |
| Date of Field Trip |  |  |  |
| Departure and Return Time |  |  |  |
| Number of Students participating both male and female |  |  |  |
| Method of Transportation  If requested a Charter Bus or other means of transportation, were confirmations provided, etc.  If Parents/Students are driving, were the appropriate forms attached? |  |  |  |
| Educational Purpose of Trip |  |  |  |
| Chaperones completed with all information |  |  |  |
| Appropriate Number of Chaperones for the Field Trip |  |  |  |
| Titles of Chaperones (i.e., teacher, parent, etc.) |  |  |  |
| Was the field trip given to Field Trip Coordinator in the correct time frame{21 days or more in advance}? |  |  |  |