

**Kenai Peninsula Borough School District
Verification of Field Trip Information**

School: _____ Field Trip to: _____ Dates of Trip: _____

The SITE ADMINISTRATOR must **INITIAL** each statement of assurance and attach appropriate documents.

Part I: For ALL Field Trips

- _____ Administrator has reviewed and approved / or recommended the trip request.
- _____ Administrator has verified that the field trip is planned and will be supervised by a certified District teacher or other District approved person.
- _____ Administrator has reviewed the educational quality of the field trip: assured that it has educational value and assured that both cost and student time from other instructional programs have been kept to a minimum.
- _____ Administrator has received and reviewed a completed E 6153(f) Student Indemnification form from each student PRIOR to the trip, and these are on file in the school office and copies are in the possession of the teacher-in-charge.
- _____ Administrator has received and reviewed a completed E 6153(h) Volunteer Indemnification (waiver of liability)/alcohol-, drug-, and tobacco-free form from each volunteer PRIOR to the trip, and these are on file in the school office.
- _____ Administrator has verified background check in AppiTrack
- _____ Administrator has verified that parents/guardians have been informed that the District provides limited secondary student accident insurance coverage for US and Canada (only when the student is immediately and directly supervised) and no liability insurance while students are participating on a field trip, and has assured that appropriate personal insurance is in place for the trip.
- _____ Administrator has verified with the school nurse that known student medications, medical procedures and pertinent medical information has been reviewed and accommodated.
- _____ Administrator has verified that reasonable accommodations for students with disability has been provided.
- _____ Administrator has received and reviewed a completed E 3541.1(a) School Driver Registration Form and a E 3541.1(b) Private Vehicle Transport Form from each driver, and these are on file in the school office (for travel by private vehicles).
- _____ Administrator has verified that all students were given ample opportunities and options to raise the necessary money to participate.

Part II: For EXTENDED Field Trips (Both In-State and Out-of-State and/or International)

- _____ Administrator has verified that students and parents/guardians have completed a statement that school rules will be followed and an agreement that parents / guardians will be financially responsible for early return of students if such is necessary. **(Sample copy attached)**
- _____ Administrator has verified itinerary and list of contacts. **(Principal affirms that copy is in site office and will be provided to parents / guardians and District Office prior to student travel)**
- _____ Administrator has reviewed and approved trip funding and budget. Total of site and District funds are:

Amount Fundraised or Private Donations:	
District and / or Public Funds:	
Total Trip Cost:	
- _____ Administrator has verified that chaperones will be the same gender as the students they supervise.
- _____ Administrator has **attached a written explanation** as to why the trip is scheduled during instructional days.
- _____ **Administrator has completed Parts I and II.**

Part III For EXTENDED Field Trips (Out-of-State or International)

- _____ Site administrator has verified that the E 6153(e) Extended Field Trip Questionnaire Form has been completed, required timelines and requirements have been met, and the appropriate documents are on file and available on site.
- _____ **Site Administrator has completed Parts I, II, and III.**

APPROVAL SIGNATURES

Site Administrator

Date Approved

Assistant Superintendent Instructional Support
(For Extended Out-of-State/International Trips)

(For Extended Out-of-State/International Trips)

Assistant Superintendent of Instruction

Date Approved

Date Approved