Uni University of Illinois Laboratory High School

Field Trip Checklist

 Approval received

 Field trip placed on Tests/Projects calendar

 Transportation arranged, if necessary

 Meet with Business Manager

 Parents notified

 Faculty notified

 Attendance office notified

 Permission slips, if necessary, collected

 Student emergency information collected/parent contact numbers/medical alerts, etc.

 School contact information (main office, assistant director of student life, executive teacher)

\_\_\_\_ Check with Health and Safety Committee if any COVID-19 concerns (masks, etc.)

 First Aid Kit available if desired

Revised 2/28/2023