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