

## Field Trip Form

### Student Attendance Accounting Handbook Guidelines from TEA

A student not actually on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student:

Is participating in an activity that is approved by your local school board and is under the direction of a professional staff member, an adjunct staff member, or a paraprofessional staff member of your school district. The adjunct staff member must have a minimum of a bachelor's degree **and** be eligible for participation in the Teacher Retirement System of Texas. Students participating in any activity that is not approved by your local school board or without certified district personnel supervision must be counted absent. For attendance to qualify for funding purposes, the professional staff member, adjunct staff member, or paraprofessional staff member must be accompanying the students as an official of your school district for the specific purpose of supervising the students and must be approved by your school board to supervise the activity.

### Field Trip Information:

Location: \_\_\_\_\_ Date to Occur: \_\_\_\_\_

School Departure Time: \_\_\_\_\_ School Return Time: \_\_\_\_\_

Grade Level/Classes Involved: \_\_\_\_\_

Basic Trip Itinerary: \_\_\_\_\_

List of Staff Members Accompanying Students: \_\_\_\_\_

### REQUIRED – if state funds (educational purpose):

Check box to confirm attached associated lesson plan AND list the appropriate instructional objective

### Source of Funds (check one):

State

Local Activity Fund \* Requires associated deposit.

Director Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### PreTrip Reminders:

- \_\_\_ Provide completed form, lesson plan, and preliminary budget to District Office (1-2 weeks prior to trip)
- \_\_\_ Obtain paper rosters for attendance the morning of the trip
- \_\_\_ Permission slips from all attending students returned
- \_\_\_ Bus reservation finalized, if applicable

### Post Trip Checklist:

- \_\_\_ If students left campus before the official attendance time, return paper rosters, signed and dated by the official teacher in blue or black ink, to the administrative assistant upon return
- \_\_\_ Administrative Assistant: Enter attendance for students on field trip into Skyward
- \_\_\_ Administrative Assistant: File this form and the paper rosters in the attendance binder under the date of the trip