

Steps to Take When Supervising Students From Another School

On occasion it will be necessary for a teacher from one school to become responsible for student(s) from another school on a field trip at which time the following steps should be followed:

- 1) The teacher from the school from which the student(s) are enrolled must obtain a Field Trip Permission Form signed/dated by the legal guardian and forward this to the supervising teacher at least one week prior to the trip.
- 2) The teacher from the school from which the student(s) are enrolled must obtain a signed/dated letter from the parent(s) of his/her students stating permission for the student to be transported and supervised by (naming the teacher and naming the school). The name of the field trip and date of the trip is to be documented in the letter. Mode of transportation must also be referenced in the letter. Any/all health concerns on file in the clinic must also be documented in the letter. All of this documentation must be in the hands of the supervising teacher at least one week prior to the trip.
- 3) It is the responsibility of the teacher from which the student(s) are enrolled to forward a copy to the supervising teacher both a permission form and signed approval letter to the supervising teacher at least one week prior to the trip.
- 4) A letter signed by the principal from the school from which the student(s) are enrolled must also accompany documentation to the supervising teacher.
- 5) A letter signed/dated by the principal of the supervising teacher stating the number of students (names when possible) that will be under the direct supervision of his/her teacher must accompany documentation when being sent to the district office for trip approval.

**Please find a copy of a letter that may be used to fulfill this requirement named, "Parental Permission Form" on the website.

<http://act.manateeschools.net/documents/atd/atd.html>