



# Field Trip Process Teacher - How to Guide

*Chinook Edge School Division No. 73 Online Field Trip Process*



[LFSupport@inspiris.ca](mailto:LFSupport@inspiris.ca)

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1-866-768-0516

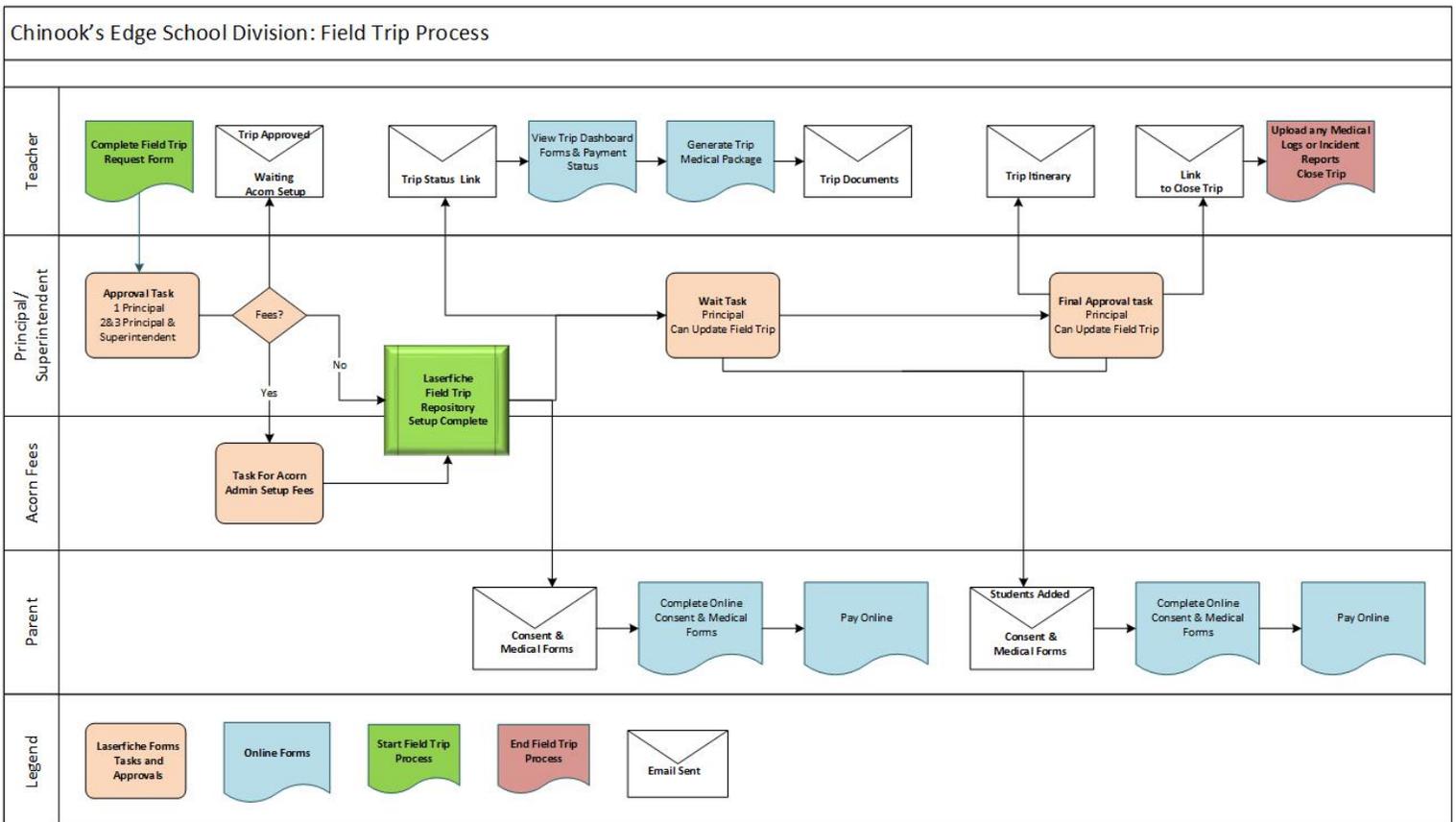
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# Overall Field Trip Process

1. Teacher Completes the Online Field Trip Request form
  - a. The online form is based on Administrative Procedure 2 – 09 Field Trips and Excursions.
2. The Principal Office receives an Email with the link to the Form for initial review and approval
  - a. An email is sent to CESD Finance Team for Rycor (Acorn) Fees to be setup if the trip has fees
  - b. Parents are emailed a custom link to the Medical and Consent forms
  - c. The Online Field Trip Form is waiting before trip data and can be updated
3. The Principal Office Reviews and submits for Final Approval
  - a. After final approval from the Principal Office, a copy of the Trip Itinerary and Student List is saved to the Field Trip Folder and emailed to the Teacher.
4. The **Teacher receives email updates during approval process**
5. The Teacher can review the Field Trip Status in the email with a link for the fees paid and forms received
6. **The Day before the trip**, the Trip Teacher generates the medical forms package from the Field Trip Status for which emails an encrypted file to their mailbox.
  - a. A copy of the student list is also saved into the Field Trip Folder for the Principal Office
7. The Teacher receives a **complete trip email** with a link to the form to be completed after the field trip. Any Medical Logs or Incident Reports for trips can be uploaded from this form
 

**This is an important step in the process.**
8. **Send inquires or questions to corporateservices@cesd73.ca**

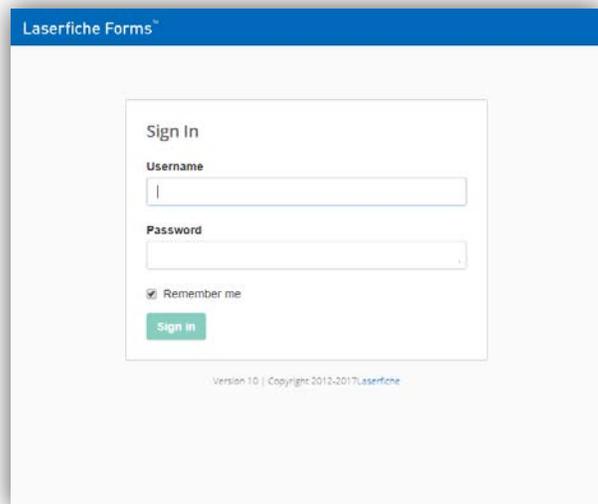


# Field Trip Naming Convention

Trip Type	Naming Convention	Example
Field Trip	Short Trip Description	Ski Trip
Sports Trip	Short Trip Description	Jr Boys Volleyball
	Field Trip Names have a maximum length of 99 characters Field Trip Names can contain the following: Alpha-numeric and Spaces  <b>DO NOT USE slashes (/ \) or Periods(.) or Commas (,) or Hyphens (-) or Underscores (_) in the field trip name</b>	

The remainder of the information for the field trip name is now auto populated and teachers do not have to complete this any longer.

Send inquires or questions to [corporateservices@cesd73.ca](mailto:corporateservices@cesd73.ca)



# Teacher How to Guide

## Request a Field Trip

### Access to Online Field Trip Request Form

1. Direct link to the field trip form <http://records.cesd73.ca/forms/X2HVv>
2. Link to Laserfiche Forms <http://records.cesd73.ca/forms>
3. Log into Laserfiche with the Shared Teacher Account for your School. Teacher Username is **School Abbreviation-teachers**. **Please note the password is not changeable.**

### Form Fields and Navigation

All fields with a \* are required and must be completed before selecting the submit button. Use the Next and Previous Buttons at the bottom of the page to navigate the form.

### Trip and General Information

Select the appropriate **Category** for the field trip request, for detailed Category definitions see Admin Procedure 2-22 Field Trips – Approvals

#### Category 1 – Principal only Approval

- The trip is within Alberta, 4 days or less with a per student cost of less than \$500

#### Category 2 – Principal and Superintendent Approval

- The trip is within Alberta or In Canada, for more than 4 days with a per student cost greater than \$500

#### Category 3 – Principal and Superintendent Approval

- For High Schools the trip is Outside of Canada
- For Middle schools the trip is inside Canada or Continental USA

**The Field Trip Leader** will receive emails during the field trip forms process and must include their email address on the form.

**Trip Approved? Is this trip on the list approved by the Minister of Education?**

**Field Trips NOT on the list approved by the Minister of Education cannot be submitted.**

**Grade Level of Class** - enter the description of the grade level of classes going on the field trip. *Examples* - Grades 4 and 5 or High School or Grade 1. **Consent forms required by** is the date when to parents need to complete the Consent and Medical forms by. **The Consent forms required by and the date of the trip cannot be the same date.**

## Lookup Previous Field Trip Forms by School

To populate some common fields with information from a previous field trip, expand the forms section “Lookup Previous Field Trip Forms by School” by clicking on the expand button.

Select the School name and corresponding Previous Trip Name.

The following information will be populated on the current form:

- Trip Name
- Educational Goals of Field Trip
- Itinerary
  - Activity
  - Destination
  - Mode of Transportation
- Emergency and Communication Plan
  - Plan to access first aid kit
  - Plan to access first aid personnel
  - Plan to maintain communication with school
- Hazard and Risk Assessment
  - List of Hazards (information is passed to Parent Consent Form)
  - High Risk Activities (information is passed to Parent Consent Form)
  - Plan to Mitigate

## Class Selection

**Please consult with your School Admin Support prior to choosing the student list for your trip.**

**To Select Students for the field trip**

**NOTE:** School must be selected in the Trip Information.

**Select Students in a specific class**

- Select Students by radio button **Courses & Section**
- Select the Course and Section from dropdown lists
- Click the **Add** button to fill the *Students List*.

**Select all the Students in all classes for a Course**

- Select the Students by radio button **Courses Only**
- **The Students List** is populated



Select Students By\*  Course & Section  Course Only

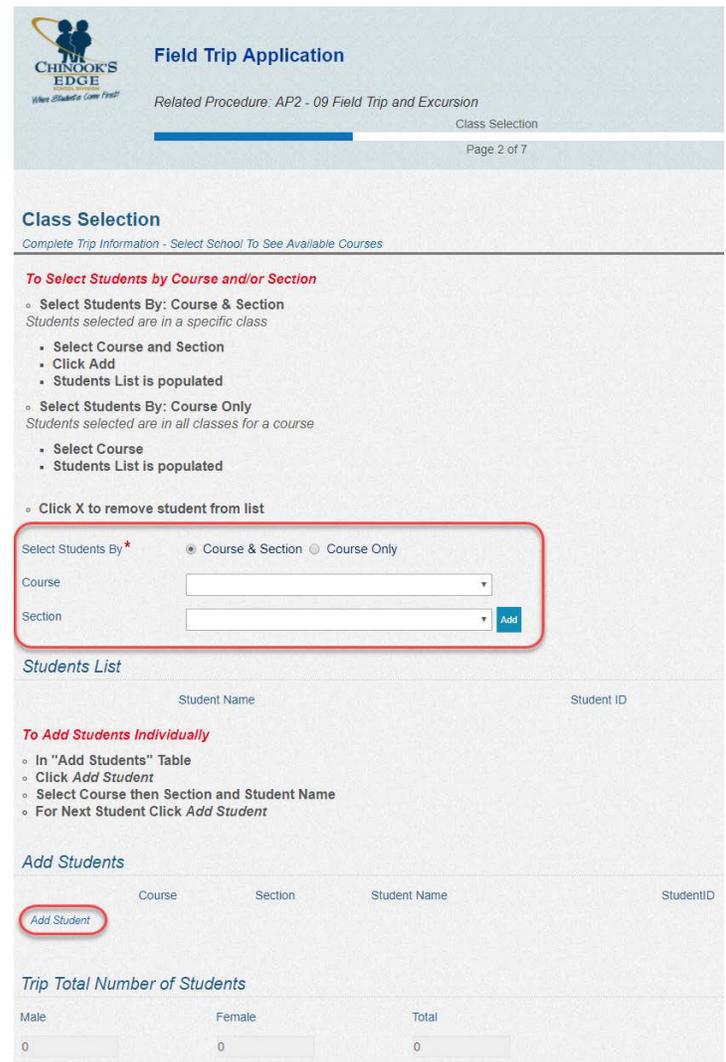
Course

**To Select Students Individually**

The school must be selected in the Trip Information.

- Click *Add Student* in the Add Students table
- Select **Course, Section**
- Then Select the **Student Name**
- Click *Add Student* to add the next Student

The Course and Section membership is automatically synchronised with PowerSchool every evening. For School Teams or an Extra Curricular group, select the Course “*Field Trip Forms*” and Section for Group as configured by your School Admin.



**Field Trip Application**  
Related Procedure: AP2 - 09 Field Trip and Excursion  
Class Selection  
Page 2 of 7

### Class Selection

Complete Trip Information - Select School To See Available Courses

**To Select Students by Course and/or Section**

- **Select Students By: Course & Section**  
Students selected are in a specific class
  - Select Course and Section
  - Click Add
  - Students List is populated
- **Select Students By: Course Only**  
Students selected are in all classes for a course
  - Select Course
  - Students List is populated
- Click X to remove student from list

Select Students By\*  Course & Section  Course Only

Course

Section  **Add**

### Students List

Student Name	Student ID		
<b>To Add Students Individually</b>			
• In "Add Students" Table			
• Click <i>Add Student</i>			
• Select Course then Section and Student Name			
• For Next Student Click <i>Add Student</i>			
<b>Add Students</b>			
Course	Section	Student Name	StudentID
<b>Add Student</b>			
<b>Trip Total Number of Students</b>			
Male	Female	Total	
0	0	0	

To remove individual students from either list, click the **X** at end of row for selected student.

**NOTE** Removing students from the list does not remove students from the Trip Folder in the Repository or Rycor (Acorn) Fees.

**Class Selection**  
Complete Trip Information - Select School To See Available Courses

**To Select Students by Course and/or Section**

- **Select Students By: Course & Section**  
Students selected are in a specific class
  - Select Course and Section
  - Click Add
  - Students List is populated
- **Select Students By: Course Only**  
Students selected are in all classes for a course
  - Select Course
  - Students List is populated
- **Click X to remove student from list**

Select Students By\*  Course & Section  Course Only

Course English 10

Section 10(H-I) **Add**

**Students List**

	Student Name	Student ID	Gender
1	Burgers, Bob	100210	M <b>X</b>
2			
3			
4			

**To Add Students Individually**

- In "Add Students" Table
- Click *Add Student*
- Select Course then Section and Student Name
- For Next Student Click *Add Student*

**Add Students**

	Course	Section	Student Name	StudentID	Gender
1	Math 10	10(C-D)	Tables, Bobby	100110	M <b>X</b>

*Add Student*

- Burgers, Bob
- Sodas, Sally
- Tables, Bobby**
- Vector, Lilly

### Trip Total Number of Students

The field trip form will display the number of male, female and total students for the classes selected.

**Trip Total Number of Students**

Male	Female	Total
16	7	23

Trip Total Number of Students is the total from Students Lists and Add Students

Do not use the back arrow ← in the task pane to maneuver through the field trip form. Use the “previous” and “next” buttons on the bottom of each page of the form.

## Field Trips with a limited number of students

There are some school field trips that may have a maximum number of students that can attend, which is less the total number of students that are sent consent forms. In such cases, **enter the Max number of students** that can attend the field trip. **Not all trips require a number in this field, enter "0" if there is not a max number of students. It is recommended that you do not enter a number in this field unless you have to.**

*Trip Total Number of Students*

Male	Female	Total
10	14	24

Trip Total Number of Students is the total from Students List and Add Students

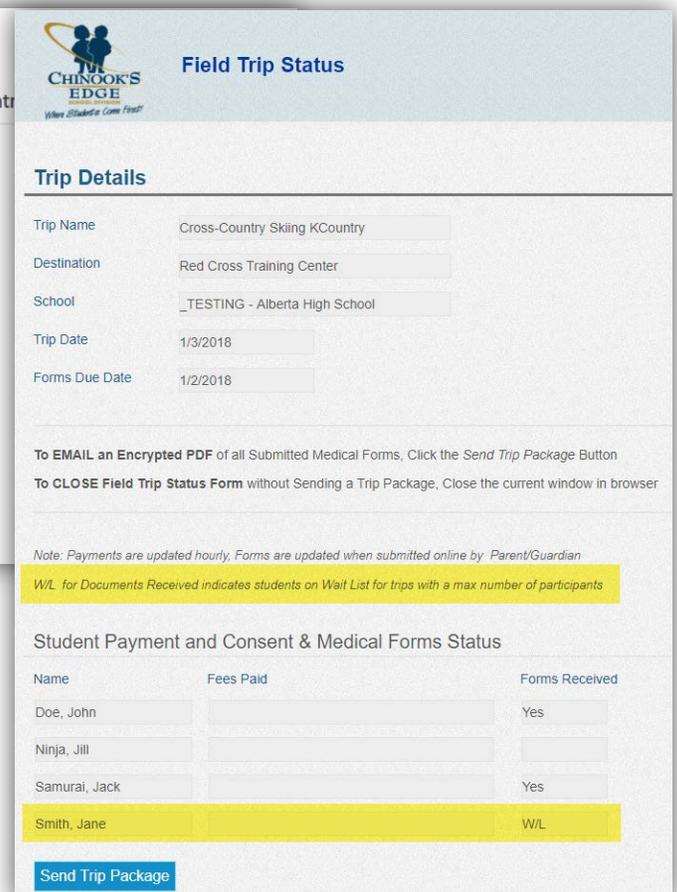
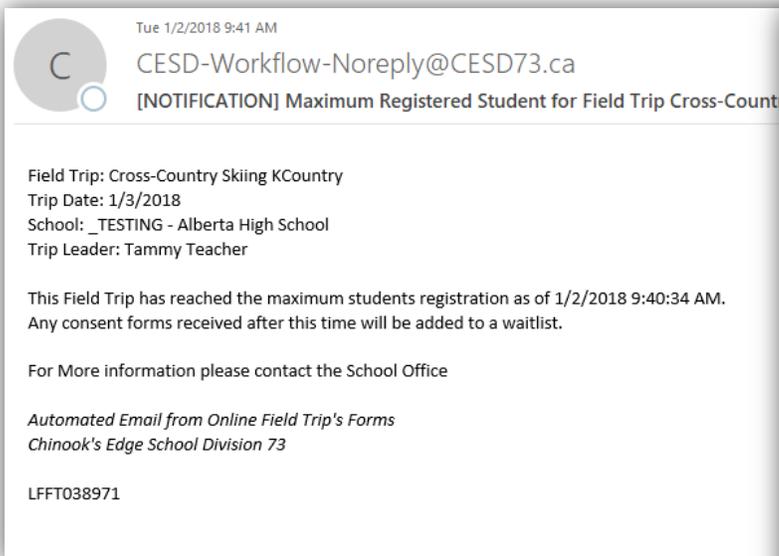
Max. Number of Students [See instructions below](#)

If Field Trip is open to ALL Students selected above, enter 0

If Field Trip has a limited number of spots, which is Less than the Total Number of Students, enter Max Number

Participation spots will be filled in order the consent forms are received by Field Trip Program. Consent forms received after Max number of Students is reached will be added to a Wait list in case of cancellations.

The Parent Consent forms are automatically counted as they are submitted online. Once the Maximum number of consent forms has been received, an email is sent to the Trip Leader and **all** Parent/Guardians that the Maximum number of students has been reached. All Remaining Consent forms received will be placed on a wait List.



If a student is unable to attend or cancels their participation on a field trip with a capped number, a wait listed student's status can be updated to Yes by the Principal Office to attend the field trip.

**Field Trip Application**  
 Related Procedure: AP2 - 09 Field Trip and Excursion  
 Trip Itinerary  
 Page 3 of 7

**Itinerary**

Date\*

Activity\*

Destination\*

Mode of Transportation\*

Departure Time\*

Departure Location\*

Return Time\*

Return Location\*

### Trip Itinerary

Complete the trip Itinerary, for trips with more than one activity or destination, click **Add** button to add more Items or dates.

### Supervision Plan

Enter the names of all staff that will be supervisors on the field trip, estimate the number of Parent supervisors required for trip. Names of Parent Supervisors must be updated by the Principal before the Final Field Trip Approval and the trip proceeds.

**Field Trip Application**  
 Related Procedure: AP2 - 09 Field Trip and Excursion  
 Trip Plans and Hazards  
 Page 4 of 7

**Supervision Plan**

Names of Staff Supervisors\*

Number of Parent Supervisors *Estimate*

Name of Parent Supervisors

Supervisors present at destination

**Hazard and Risk Assessment**

Hazards Identified in the Alberta School Boards Insurance Exchange (ASBIE) Off-site policy and procedures manual and Safety Guidelines for Physical Activities in Alberta Schools

List of Hazards\*

High Risk Activities *(if any)*

Plans to Mitigate Risk\*

Special Training of Supervisors *(if required)*

### Hazard and Risk Assessment

The List of Hazards and High-Risk Activities entered here are included in the Consent and Medical forms emailed to Parents/Guardians. Please refer to the list of hazards and risk assessments outlined in AP 2 – 09 and AP 2 -22.

### Cost and Funding

**If the trip has fees, the trip must be on approved list by Alberta Minister of Education.**

Estimate the total cost of the field trip, enter the charge per student and any other fund sources for the field trip. If the field trip has multiple fees enter the details for fees. The Charge per Student and Multiple fee description will be used by the Acorn Administrator to setup the Field Trip Fees. If your trip is being arranged through a travel company and parents are paying the tour company directly, **enter "0" zero for the trip fees. If your trip doesn't have**

**Cost and Funding Arrangements**

Substitute Teacher\* *Is a substitute teacher required to cover at school during trip?*  
 Yes  No

Trip Has Fees?\*  Yes  No

Total Cost of Field Trip *Estimate*

Charge Per Student\*

Other Funding Sources and Amounts

Trip has Multiple Fees

*IF field trip has multiple fees, Describe fee structure*

**fees, after principal approval the emails will be sent to parents right away.** If your trip has fees there is a two day window for the fees to be set up before the parents receive emails. The Finance staff can answer any questions you have regarding fees.

## Emergency and Communication Plan

In the Emergency and Communication Plans, the Field Trip Leaders Cell phone number is a required field.

## Parent Communication Plan

**Category 1 field trips** - the Parent Letter field includes details of field trips to be communicated to Parents. The Principal can update this letter prior to the initial approval. **Changes to the Parent Letter when the Trip is waiting for Final Approval will not be communicated to Parents after Initial approval has been given to the trip.**

**Field Trip Application**  
Related Procedure: AP2 - 09 Field Trip and Excursion  
Trip Communication and Contingency  
Page 6 of 7

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### Emergency and Communication Plan

Plan to maintain communication with school \*

Plan to access First Aid Kit \*

Plan to access First Aid Personnel \*

Field Trip Leader's Cell Phone Number \*

Muster Location (if required)

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### Parent Communication Plan

Prepare Draft documents for Parent/Guardian

Parent Letter \*

Schedule \*

Meeting Agenda \*

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### Trip Contingency Plan

Document contingency plan in case the destination(s), accommodations or methods of transportation become unavailable or unsuitable

Contingency for Destination

Contingency for Accommodations

Contingency for Transportation

Previous Next

**Category 2 and 3 field trips** have additional requirements in the Parent Communication Plans - a **Trip Schedule** and the **Parent Meeting Agenda**. Note these fields are **NOT** currently included in emails sent to Parents.

**Trip Contingency Plans for;** Destination, Accommodations and Transportation

**Category 3** trips require additional documentation to be uploaded before the trip departure.

**Category 2 and 3** field trips will be reviewed for final approval by the Superintendent who will inform the Board of the trips approved.

**For all Field trips,**  
***The Superintendent and Board retain the right to cancel any trip without providing compensation of monies lost by the school or families due to cancellation.***

## Sign and Submit Field Trip Request

Before selecting the submit button, click the **Sign** button to **Type** or **Draw** your signature on the form. Once the form has been submitted, the Trip Leader can; *Download, Print* or *Email* a copy of the form for their records.

The image shows two overlapping web forms. The top form is titled "Sign Document" and features a "Type" button (circled in red) and a "Draw" button. Below these buttons is a text input field containing "Tearcher" and a "Style" dropdown menu. A large white box displays a cursive signature of "Tearcher". At the bottom of this form are "Sign" and "Cancel" buttons. The bottom form is titled "Before Departure" and lists seven items to be provided to the principal: 1. An Up-to-date itinerary, 2. A list of students participating in field trip, 3. Names of all parent supervisors, 4. Name of the Transportation provider or parents transporting (and bus driver's cell number if applicable), 5. Executed Acknowledgement of Risk and Informed Consent Form, 6. Executed Medical Information form, and 7. Photocopiers of passports (Category 3 field trips ONLY). It includes a signature field with "Tearcher" (circled in red) and a "Date" field with the text "Date captured on form submission". A "Submit" button (circled in red) is at the bottom.

The image shows a confirmation page with the text "Thank you!" and "Your Field Trip form has been submitted. To Download or Email a copy of Field Trip Form Click links below". Below this text are three buttons: "Download" (circled in red), "Print", and "Email". The bottom section of the page features the "CHINOOK'S EDGE" logo with the tagline "Where Students Come First!" and the text "Field Trip Application" and "Related Procedure: AP2 - 09 Field Trip and Excursion". At the bottom, there is a "Load Data From Previous Trip" button and a "Previous Trip School" dropdown menu.

## Approved Field Trip Process

### Email Notification for Field Trip Process

After submitting the field trip form, the Trip Leader will receive emails during the Approval and Setup process:

- When the form has been submitted to the Principal Office for Approval
- After the trip has been approved and the field trip setup is being completed. Setup may include Trip Fees in Rycor (Acorn).
- An Email link to view the Trip Status Reports of student payments and forms status – **do not delete this email until after the trip has been completed.**
- An Email link to the Complete Trip form and upload documents after the trip date.

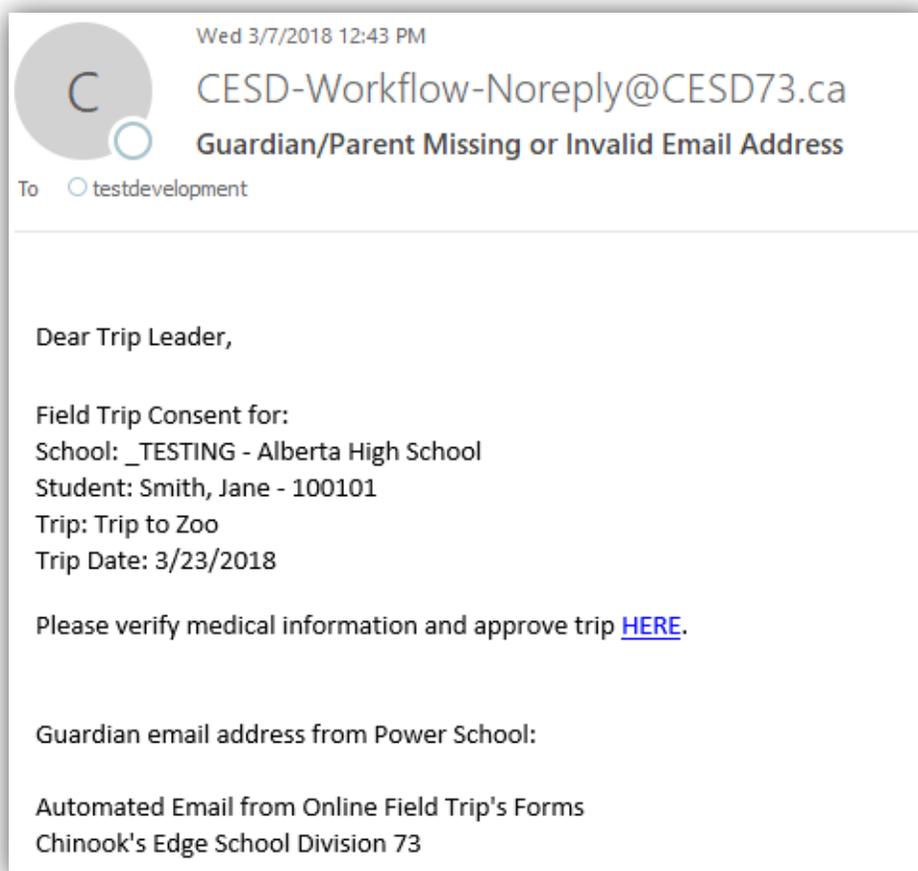
When the Trip Leader receives the Trip Status Report email, all Consent and Medical forms are emailed to Parent/Guardians using the current Email address within PowerSchool.

**NOTE: each parent/guardian email is for a specific Field Trip and Student, field trip emails CANNOT be shared between Parents.**

### Guardian/Parent Missing or Invalid Email Address

If the Guardian/Parent email address is missing or not a correctly formatted address, the Trip Leader will receive a warning email with a link to the Consent and Medical form for that student.

The trip leader and/or Principal Office can forward this email to the correct guardian/parent address for that student.

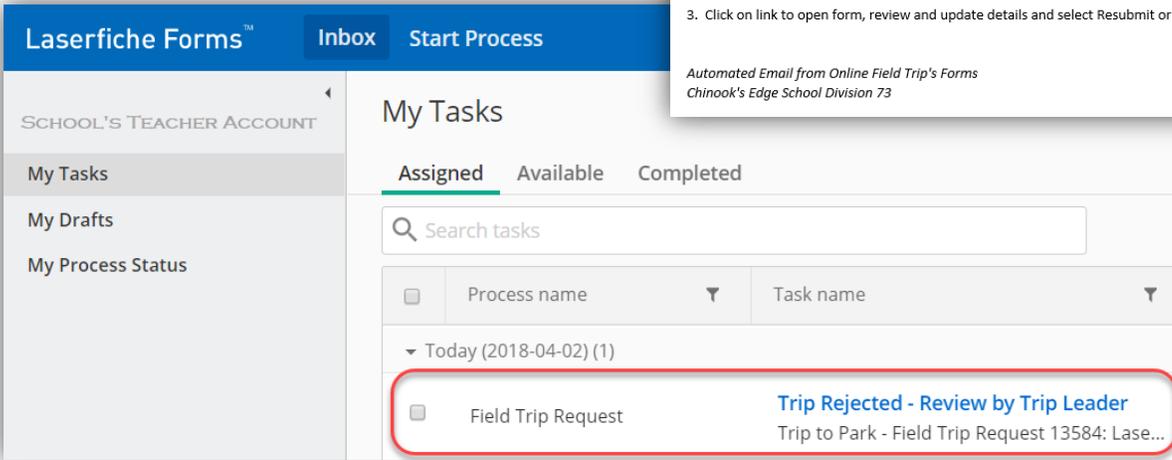
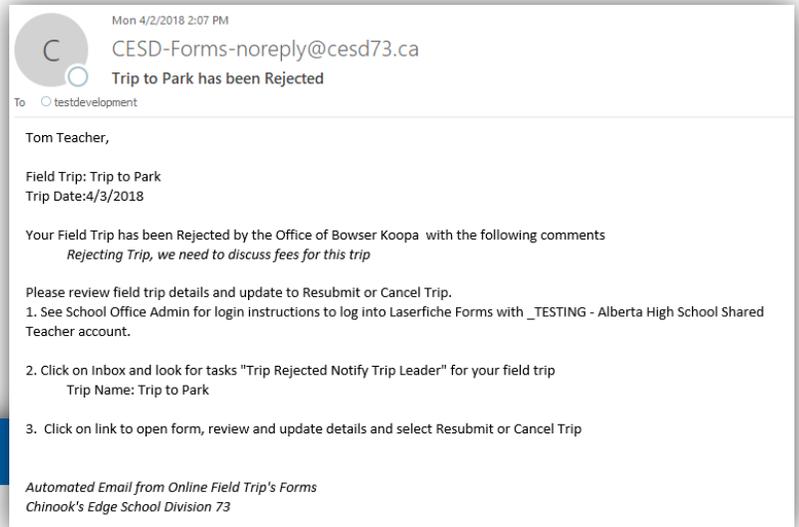


## Rejected Field Trip Process

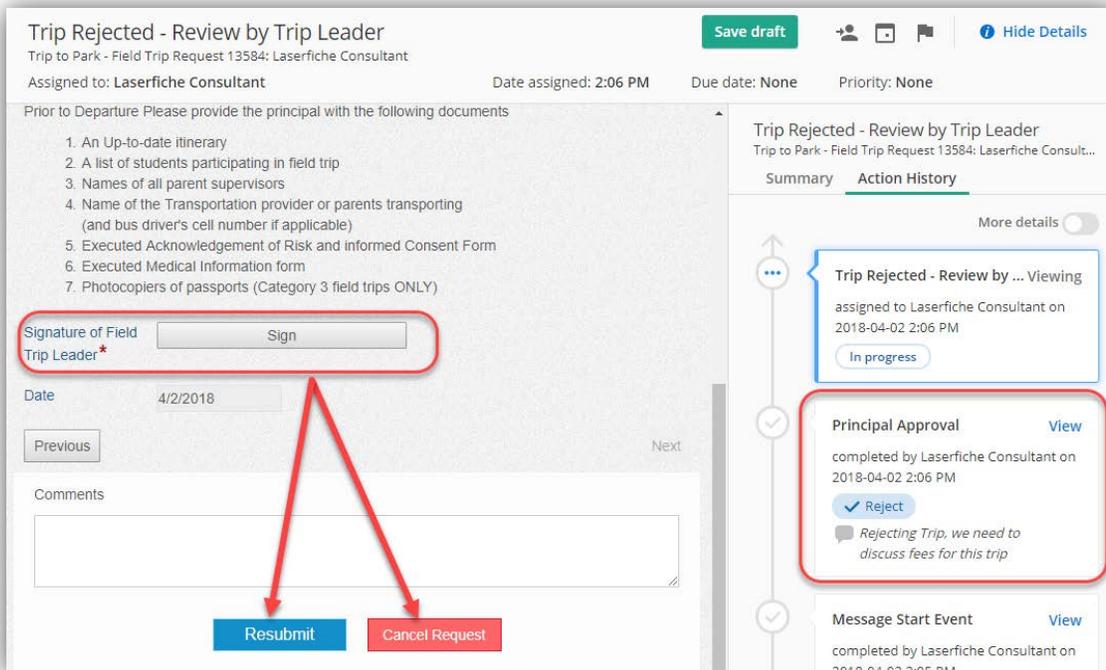
If the Field Trip Request is rejected by the School Principal or the Finance Team, the Trip Leader will receive an email with directions on how to access the rejected trip form.

**The field trip form can be updated and resubmitted for Principal approval or cancelled to stop the request process. Teachers do not have to begin the process again.**

**Open Trip Rejected task in Laserfiche Forms:**  
<https://records.cesd73.ca/forms>



The Action History with Principal Comments are displayed to the right of the form. The form must be signed by the Trip Leader before selecting either Resubmit or Cancel Request buttons.



# Trip Status Report

The link within the Trip Status email to trip leaders opens the status report for that trip.

Click link to see student payment and forms status <https://records.cesd73.ca/Forms/AjF5t?TripID=LFFT032040&Key=38DF11F15BB7909803A08B4FA5248A0F61564B50CE8C1D1764C646BD85E94D7C>

The Trip Leader can review the status of the Consent and Medical forms and payments made online from the link in the Status Report email.

Field Trip payments are updated hourly from the Online Payment System once the payment is processed. Forms are updated as soon as the Guardian/Parents complete and submits the online Consent and Medical form.

**The day before the field trip**, the Trip Leader can generate a PDF document of all medical forms. This document is encrypted and emailed to the Teacher with a *specific password*. To create and send a PDF document, click the "Send Trip Package" button. To close Field Trip Status Form without sending the document, close the current window in the browser. **See the Principal Office for the encrypted password for the medical package. It is recommended that this step is not done until the day before the trip.**

**Field Trip Status**

**Trip Details**

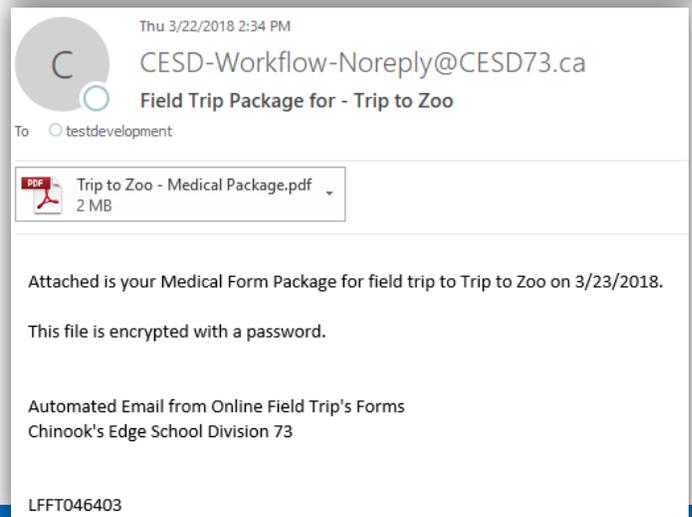
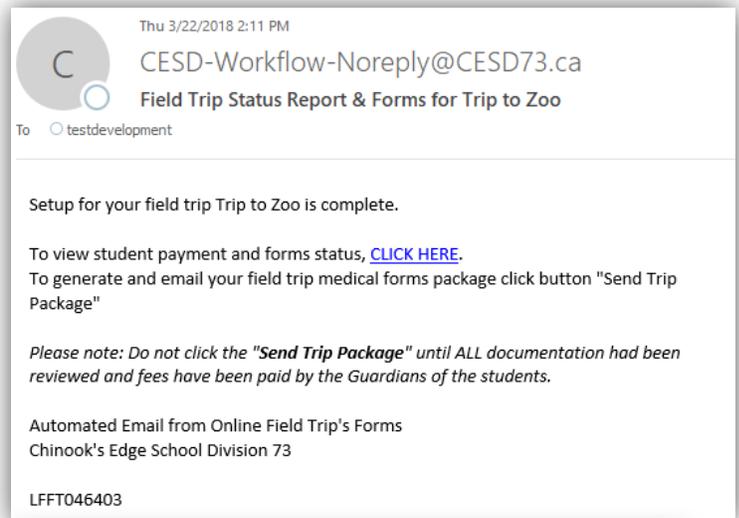
Trip Name: Trip To Calgary Zoo - TESTKC  
Destination: Calgary Zoo  
School: \_School1  
Trip Date: 8/28/2017  
Forms Due Date: 8/25/2017

*Note: Payments are updated hourly; Forms are updated when submitted online by Parent/Guardian*

**Student Payment and Forms Status**

Name	Paid	Forms
_School1, _Student0	Trip To Calgary Zoo - TESTKC	Yes
_School1, _Student1	Trip To Calgary Zoo - TESTKC	Yes
_School1, _Student2	Trip To Calgary Zoo - TESTKC	Yes
_School1, _Student3	Trip To Calgary Zoo - TESTKC	Yes
_School1, _Student4	Trip To Calgary Zoo - TESTKC	Yes

**Send Trip Package**



## Final Approval of Field Trip

After the initial approvals, the Principal's Office has access to the Field trip request form. During this time the form can be updated and students attending the field trip can be modified. **Note:** Consent and Medical forms are only emailed to Guardians/Parents of Students added to trip.

**If the trip has received final approval, the trip information cannot be changed.**

## Complete Trip Process

After the final trip approval, the trip leader receives an email with a link to the Field Trip Complete form.

This form is to be submitted **AFTER** the field trip has been complete, by the Trip Leader.

The Trip Leader can upload copies of the Medical Logs and any incident reports completed during the trip.

**This is an important step in the process.**

**NOTE** uploading of Incident reports is for documentation purposes only and does not start a Health & Safety incident process. **The Trip leader is responsible for notifying appropriate personnel.**



### Field Trip - Complete

Related Procedure: AP2 - 09 Field Trip and Excursion

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#### Trip Information

Trip Name	Trip To Calgary Zoo - TESTKC
Destination	Calgary Zoo
School	_School1
Field Trip Leader	Teacher Name
Field Trip Leader's Email	testdevelopment@inspiris.ca
Trip Date	8/28/2017
FieldTrip Complete*	<input type="radio"/> without Medical Logs <input checked="" type="radio"/> with Medical Logs
Did any Health & Safety Incidents occur during trip?*	<input type="radio"/> No <input checked="" type="radio"/> Yes

---

#### Required Attachments

Upload copy of the Medication Administration Logs completed during field trip

Medical Logs Upload\*

Upload a copy of Health & Safety Incident Report

*Note:*  
This is for record purposes only and does not start a Health & Safety Incident process. Please contact appropriate personnel to report incident

Incident Report Upload\*

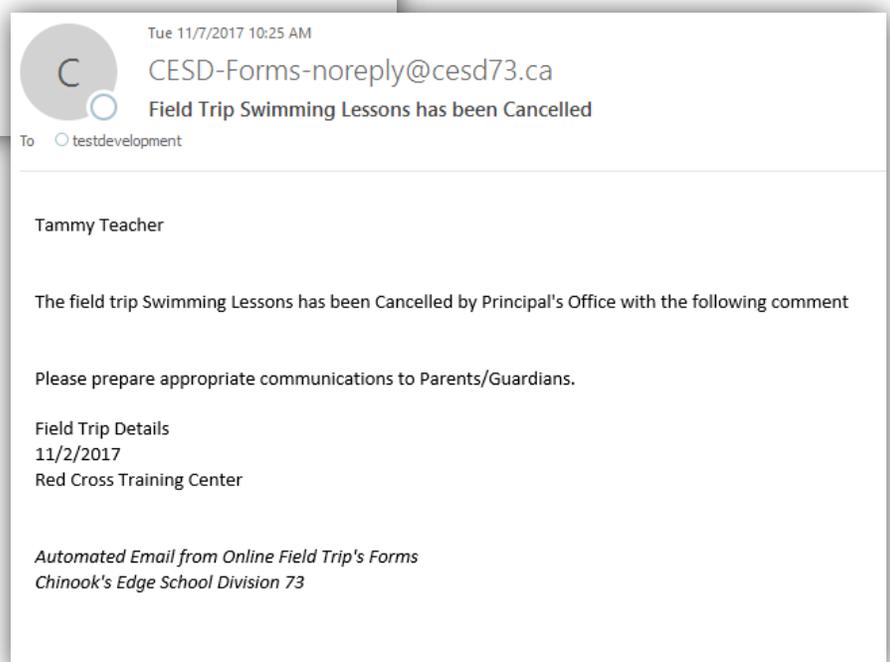
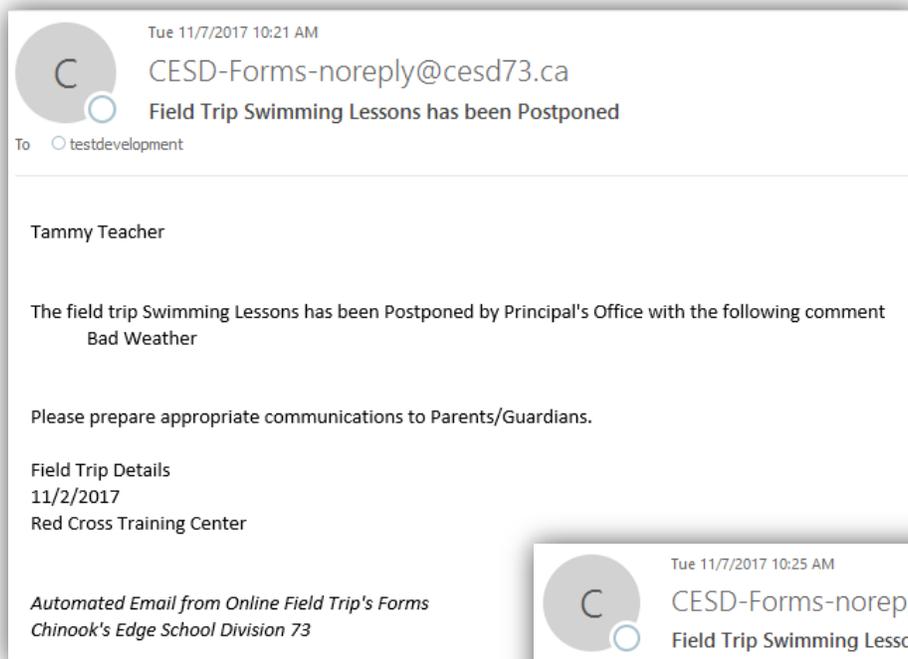
## Postponed and Cancelled Trips

The Trip Leader (Teacher) will receive an email regarding a trip postponement including any comments made by the principal office requesting they prepare the appropriate communication to parents.

The Field Trip Request is assigned back to the Principal Office as "Postponed Trip Waiting for Final Approval" and will wait indefinitely until a decision is made to Proceed with the trip or CANCEL the TRIP.

When a trip is cancelled the Trip Leader (Teacher) will receive an email regarding the cancelled trip including any comments made by the principal office requesting they prepare appropriate communication to parents. The teacher will need to communicate with the parents regarding the new date for the trip.

- go to a new field trip form
- use the drop down box "Lookup Previous Field Trip Forms by School" at the top of the form and choose the name of the postponed trip.
- the trip will auto populate with the information from the postponed trip
- change the date for the new trip, sign the form on page 7
- submit the trip for principal approval.



## Save Field Trip Request as Draft

Before submitting the field trip request to the Principal Office for initial approval, the Trip Leader (Teacher) can save the form as a draft to be completed later.

Below the Previous Navigation Button, Click on Save as Draft.  
Complete the Save Draft Dialog box then Click Save.



### Save Draft

Verify your email below. A link to your draft will be emailed to you and will also be available in the Drafts section of your Forms inbox.

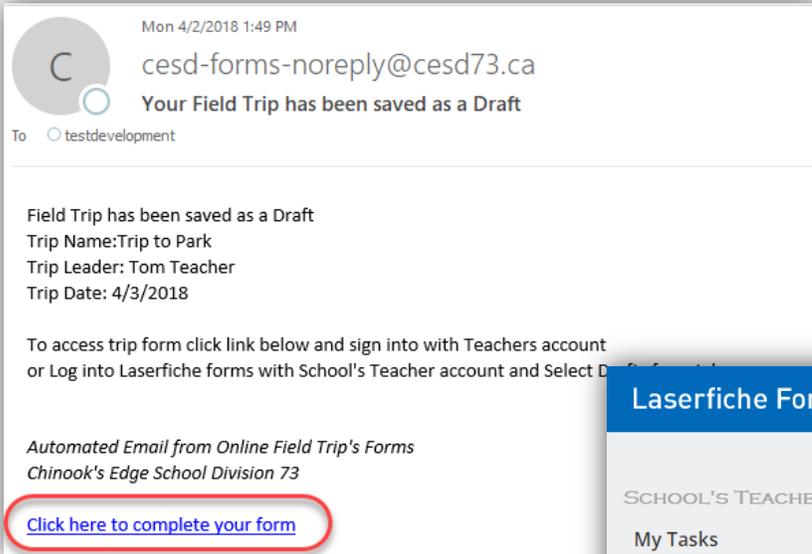
**Draft name**  
Field Trip Request

**Email**  
testdevelopment@inspiris.ca

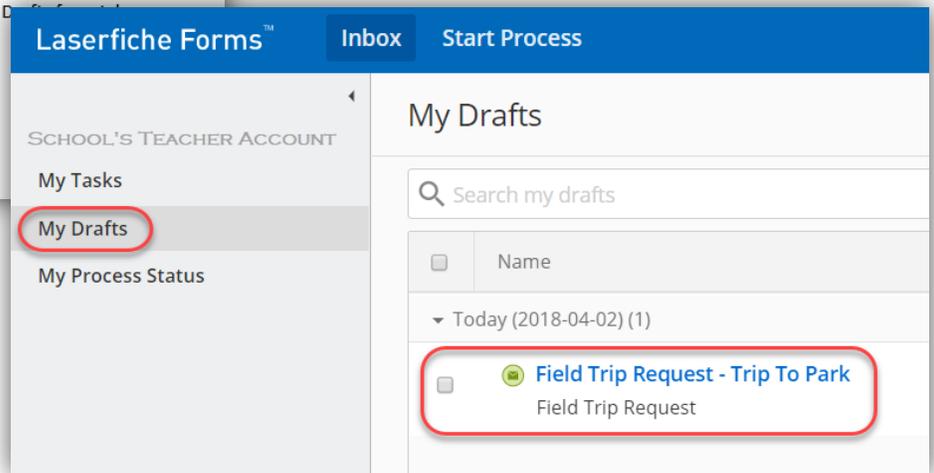
**Save** **Cancel**

Update with descriptive name for Draft Trip include Teacher's Name

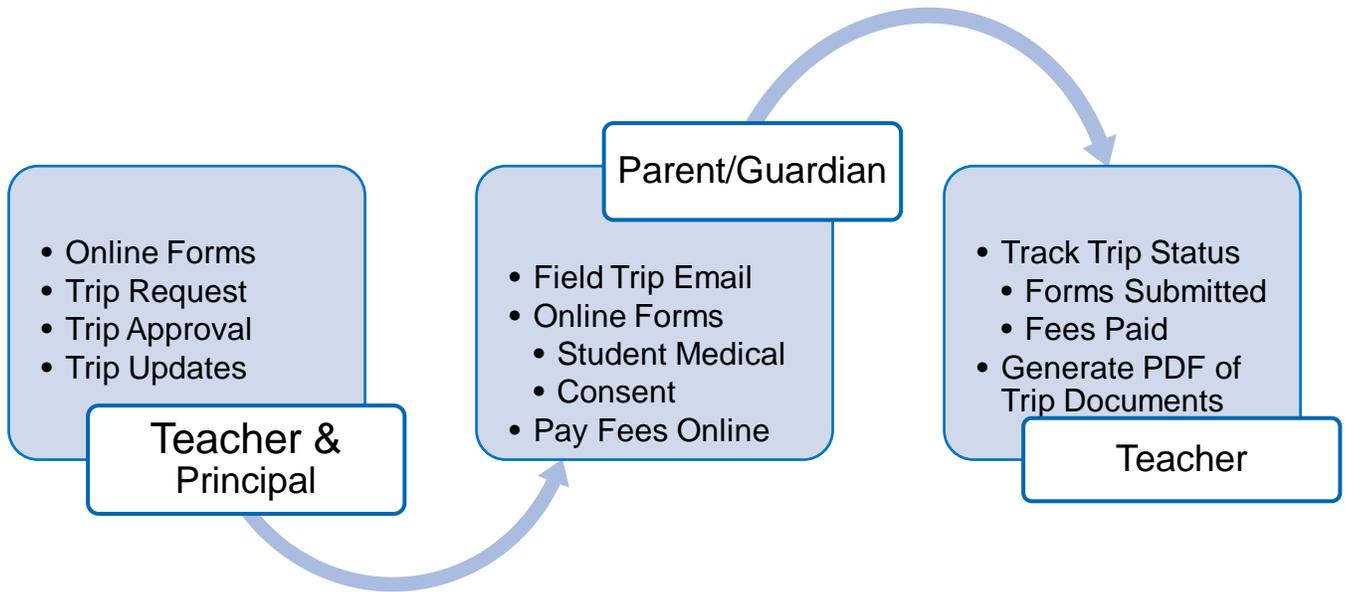
Enter Trip Leader's Email Address to receive email with Link to Draft Form



Email with link to the draft Field Trip Form.



# A Parents/Guardians Guide to Online

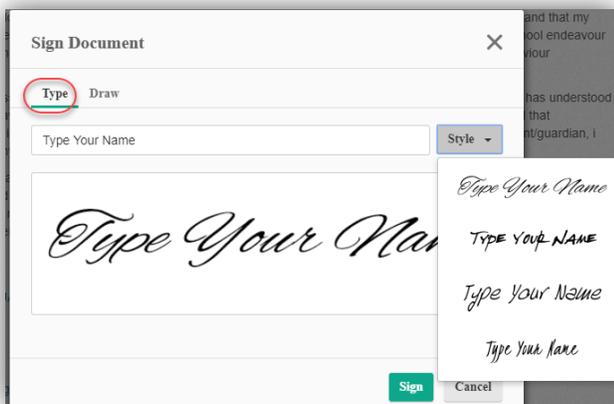


## Field Trips Consent & Medical Forms

### Consent and Medical Forms

Parents/Guardians access the online Consent and Medical forms using a customized link sent in the Field Trip Email. This link will open the online form for their student for a specific field trip. Emails contain a unique URL to medical and consent forms which is for a specific Student for a specific field trip.

**Emails CANNOT be shared with other Parents/Guardians and are only valid for a specific field trip.**



“Draw” signature option to sign document with a “written” signature.

All fields marked with \* are required fields.

Medical information on the form will automatically populate with the last known information entered from the previous field trip.

Parents can Type their name or Select the



## Online Payments for Field Trip

Parents will continue to pay field trip fees using the online payment process with Rycor (Acorn).

**The Superintendent and Board retain the right to cancel any trip without providing compensation of monies lost by the school or families due to cancellation.**

## Frequently Asked Questions for Parents

*I don't have internet can I complete a paper form?*

Yes. The Teacher or School Office can give you a paper copy of the parent custom Consent and Medical forms to complete for the Field Trip. These forms will be scanned into the Field Trip Forms process.

*How do I ensure I will receive consent forms via email?*

The field trip process is using the **Guardian** email address within the PowerSchool System. Make sure the School has the most up to date email address in PowerSchool.

*I lost or deleted the field trip consent email how can I get it again?*

Contact the School Office, the office administrator can resend or forward a copy of your unique field trip email to you. Once you receive the email click the link to complete the online field trip forms.

**Emails CANNOT be shared with other Parents/Guardians and are only valid for a specific field trip.**

*How does the teacher know I have completed and submitted forms?*

The Teacher can run a Trip Status Report to view which students field trip forms and payments have been received.

## Sample Consent & Medical Form

**CHINGOK'S EDGE**  
When Students Come First!

### Parent-Guardian Field Trip and Excursion Form

Student Medical information  
Medication Administration and Release Form  
Acknowledgement of Risk and informed Consent Form

#### Trip Information

Student Name	<input type="text" value="_School1, _Student4"/> THE STUDENT
Trip Name	<input type="text" value="Trip To Calgary Zoo - TESTKC"/> APPROVED SCHOOL TRIP
Trip Date	<input type="text" value="08/28/2017"/>
Destination	<input type="text" value="Calgary Zoo"/> TRIP DESTINATION
School	<input type="text" value="_School1"/> THE SCHOOL
Trip Information	Dear Parent We are going to the Zoo next week Please pack a lunch and wear appropriate clothing for the weather Teacher
Due Date	Consent and Medical Forms Required by <input type="text" value="08/25/2017"/>

**Trip Information** content is from the Parent Letter Field on the Teacher Field Trip Request Form

## 1 Medications

Is the student on any medications? \*  Yes  No

List Medications \*

Amoxicillin

Student requires medication during off-site activity? \*  Yes  No  
*if Yes, Complete Medication Administration and Release at end of form*

## 2 Allergies

Does student have any allergies? \*  Yes  No

## 3 Dietary Restrictions

Does student have any dietary restrictions? \*  Yes  No

## 4 Medical Conditions

*Does the student have any of the following conditions?*

Asthma \*  Yes  No

Does student carry an inhaler? \*

Yes

Other respiratory problems \*  Yes  No

Diabetes \*  Yes  No

Hyper or Hypoglycemia \*  Yes  No

Heart conditions \*  Yes  No

Intestinal problems \*  Yes  No

Stomach ulcers \*  Yes  No

Epilepsy or other neurological disorders \*  Yes  No

Iron deficiency \*  Yes  No

Low immune system \*  Yes  No

Mono or chronic fatigue \*  Yes  No

Forms Remembers the Last Entered values for Medical questions

## 5 Medical Concerns

Any recent injuries? \* *(Including concussions)*

Yes  No

Other issues that may affect student's ability to complete proposed activity? *(physical, psychological, emotional, behavioural or situational)*

## Medication Administration and Release

*Complete only if child requires medication to be administered during Field Trip*

I the PARENT/GUARDIAN of THE STUDENT permit the medicines outlined below to be administered to my child at the appropriate time and dosage as also detailed below.

I also permit the Lead Teacher or other willing adult supervisor to properly and securely store my child's medication during the off-site activity and place the Field Trip Leader or other willing adult supervisor in charge of maintaining these medicines and back-up medicines for the duration of the trip. However, I am aware that, under extraordinary circumstances, the medicines may become lost, stolen or damaged. In these circumstances, I will not hold the Field Trip Teach or another willing adult supervisor liable to replace medicines lost.

I understand that neither the Field Trip Leader or another willing adult supervisor have any training in the administering of medication. Neither I nor my child will hold either the Field Trip Leader or another willing adult supervisor who administers medication liable for any results of administering the medication and I and my child acknowledge that the protection afforded by the *Emergency Medical Aid Act* (the Act) shall be available to such person who administers medication to my child and no challenge to the applicability of such Act shall be brought and administering medication by the Field Trip Leader or another willing adult supervisor shall be conclusively deemed to fall within the ambit of the Act.

I am fully aware of these medicines' effects and side effects and understand that risks involved with my child taking them during this off-site activity. Risks could include but are not limited to missed dosage, too much or too little medication given, dosage not given at the right time, dosage not given under proper circumstances (eg. not with food or water) medicines mixed up with other medicines, side effects, interactions with other medicines that are given in an emergency. Taking these medicines will not inhibit, alter or prevent my child's performance during the activity. Instead, not taking these medicines may inhibit, alter or prevent my child's/charge's performance during the activity.

### Medication Dosages

Medication Dosage is not saved from previous form

Medicine \*

Dosage \*

When and Conditions to Administer \*

Add

I HEREBY  
CONSENT \*

*to the following medicines and dosages to be given to my child at the following times of day under these circumstances as listed in above chart*

Agree

## Parent or Guardian Emergency Contact

Parent/Guardian Name *	<input type="text"/>
	<i>PARENT/GUARDIAN</i>
Emergency Contact Name *	<input type="text"/>
Emergency Phone Number *	<i>In case of emergency, you can reach me at</i>
	<input type="text"/>

## Acknowledgement of Risk and Informed Consent

I the PARENT/GUARDIAN of THE STUDENT, recognize that my child will participate in APPROVED SCHOOL TRIP off-site out of school activities (the field trip) at the specified DESTINATION as sanctioned by THE SCHOOL. The purpose of this activity is outlined in APPROVED SCHOOL TRIP documentation.

This field trip involves certain risks, dangers and hazards to the participants. These may include, but are not limited to: personal injury, death, property damage, expense and other loss, delay or inconvenience and trip or event cancellation or curtailment.

Teachers Additional list of RISKS

High Risk Activities

I also understand that during this off-site activity, authorized staff of THE SCHOOL, supervisory adults as well as employees of other agencies associated with this activity will endeavor to instruct, protect and care for the well-being of my child as would I in their place, including making decisions regarding the medical care of my child. I understand that my child will be expected to uphold the behaviour expectations of student of THE SCHOOL as in any other school endeavour as outlined in the School's Student Code of Conduct. I understand that my child's failure to abide by behaviour expectations could result in his/her removal from the activity without refund.

I have discussed the risks and expectations of this activity with my child and have confidence that my child has understood them. I am aware that every parent has a right to deny his/her child's participation in an off-site activity and that participation in the field trip is not a prerequisite of the completion of any required course of study. As Parent/guardian, I will ensure my child is appropriately prepared and has the necessary equipment.

I am also aware that the Principal and the Superintendent and the Board reserves the right to postpone, terminate or cancel a field trip at any time and with little notice if the activity can no longer be conducted in a safe and secure manner. I realize that I may not receive all or any of the money I had thus far invested and accept the loss without expecting reimbursement from the School or the Board.

Consent to Store Medical Information\* *I consent to have medical information completed in this FORM to be stored on the Schools Electronic System*

AGREE

PARENT/GUARDIAN CONSENT\* *I have read and understood the above statements at my leisure, understood the nature of the document and its content. I consent to the participation of my child in the activity and associated activities*

ACCEPT

I Acknowledge That\* *The Superintendent and Board retain the right to cancel any trip without providing compensation for monies lost by the school or families due to cancellation.*

ACCEPT

Signature\* *I confirm that I have the authority to sign this consent for myself and on behalf of both parents and all guardians and will inform any other parent or guardian of the contents of this consent and the fact it has been signed*



Date Date captured on form submission

**\*\*\* Sign and Submit form then Proceed to Quick Pay Page to Pay Fees for Trip \*\*\***

*This personal information is collected under the authority of the School Act that mandates the program operations and services offered by Chinook's Edge School Division No. 73 and will be protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Chinook's Edge FOIP Coordinator, 4904 – 50 Street, Innisfail, Alberta T4G 1W4, or phone (403) 227-7070 or toll free at 1-800-561-9229.*

Submit

Parent/Guardian is required to READ and AGREE/ACCEPT all statements then SIGN the form before clicking on the Submit button