
Postville CSD Field Trip Request Protocol

- Fill out district Field Trip Request.**
- Fill out Substitute Form**
- Check Master Calendar for Conflicts.**
- Fill out District Transportation Request**
Capacity: Van's 7 / Suburban 9
- Turn in Roster of Students to Office to verify Field Trip Permission slip has been signed and Communicate List to staff.**
- Check student grade status in courses to see if missing school is the most appropriate thing for a student.**
- Give Students Homework Request form to give to teachers.**
- Confirm with Glen about your Transportation needs.**

Also Refer to Board Policy on Reverse side of this Document.