



RED CLAY CONSOLIDATED SCHOOL DISTRICT

ADMINISTRATIVE MEMORANDUM

STUDENT DATA REQUIRED FOR FIELD TRIPS | 7004.2

It is imperative that schools consistently maintain student data in case parent contact is necessary due to a bus emergency or accident. The following information must be kept up-to-date:

1. Parent/guardian name, address, emergency contact, and telephone number
2. Complete bus information including bus number, trip, and stop

It is the responsibility of the principal to instruct all personnel completing such forms to make periodic checks to ensure that the information is updated as necessary.

Principals shall inform appropriate personnel that student lists with complete information must be given to the bus driver prior to leaving the school for all field trips or sporting events. Bus drivers leaving the school without the appropriate list shall be subject to discipline. If the list is not available prior to the departure of the field trip, the bus driver is to wait until such list is submitted. If the list is not submitted within a reasonable time, the bus driver is to call the Transportation Office for instructions. The school administrator should also receive a copy of the field trip list prior to the departure of the field trip.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.