

Scheduling a Field Trip: The Process

This process is managed by the School District of Palm Beach County

Refer to the School District calendar when planning teacher professional development or field trip opportunities. Teacher work days/all day in-service days will be notated on the District calendar as DUTY/PDD. There will be no school for students on DUTY/PDD days.



The organizations that display the School District of Palm Beach County logo represent approved field trips that have met District-required curriculum to receive free busing. Funding is limited.

1. Teacher chooses field trip venue.
2. Teacher contacts venue to schedule field trip date.
3. Teacher then goes to the individual at their school who processes field trip funding (usually the school treasurer) to complete required form, found on the District website (PBSD 1894 Field Trip/Activity Planning Report & Approval Request). Treasurer will then arrange for transportation.
NOTE: If the treasurer has questions about funding, approvals, coding information or transportation, he/she should contact Andrea Jones with the District's Arts Education department (561) 357-7616, as soon as possible.
4. Treasurer should continue checking the TR71 screen for final approval. When approval is received, teacher is notified.
5. Several weeks before field trip, teacher distributes to students the field trip permits found on the District website: PBSD 0755 (English), PBSD 0755CR (Creole) and/or PBSD 0755SP (Spanish). The teacher also includes in the class lesson the necessary vocabulary, information and connections to the benchmarks for the trip to be taken.
6. On the day of the field trip, teacher completes the form PBSD 2149 Field Trip/Activity Roster, and turns that form and the field trip permits in to the school office.

NOTE: One suggestion is to have the school office call Area Transportation the day before the field trip to make sure the buses are scheduled correctly and on time. On the day of the trip, if buses are running late, a call should be made to the field trip venue with the projected arrival times.