

## CHS Field Trip Attendance Policy

For purposes of this policy, a “field trip” is defined as:

- Any time a teacher or staff member takes students out of the building during the school day for at least one period.
- Any time a teacher, coach, or administrator takes students out of class inside the building for any event (except for grade-level assemblies and meetings).

On the day(s) of any field trip, classroom teachers must mark all students who are not physically present in the classroom absent, including those students on the field trip – unless the field trip students already have an FT period attendance code entered in Aspen. There are no exceptions to this policy.

Staff members leading a field trip must complete all of the following steps to comply with District policies and ensure accurate student attendance:

At least two weeks before the trip (For Field Trips outside the building only)

- Submit a list of students expected to attend the field trip to the CHS nursing department. The nursing staff needs adequate time to review the list of students attending and prepare any needed medications and provide any necessary Epi-pen training. This is a District policy and must be incorporated into all field trip planning.
- Email the list to Justine Hall at [hallj@chelseaschools.com](mailto:hallj@chelseaschools.com) and Kim Sammons, [sammonsk@chelseaschools.com](mailto:sammonsk@chelseaschools.com).
- The list must be in a spreadsheet (Google Sheets Preferred) and must contain the following information:
  - The date(s) and period(s) of the day(s) when the field trip is scheduled.
  - The name of the teacher or staff member in charge of the field trip.
  - Each student's LASID, one per cell in a column.
  - Each student's full Aspen name (no nicknames, partial last names, etc.).
  - The list must be sorted alphabetically by student last name.

At least two full school days before the field trip.

- Email a spreadsheet of students expected to attend the field trip to Andy Moore, or this year's Field Trip Attendance Manager. You can email list to [moorea@chelseaschools.com](mailto:moorea@chelseaschools.com).
- Email must contain the following information:
  - The date(s) and period(s) of the day(s) when the field trip is scheduled.
  - The name of the teacher or staff member in charge of the field trip.

Spreadsheet must contain the following information.

- Each student's correct LASID in one column.
- Each student's full Aspen name (no nicknames, partial last names, etc.) in column next to correct LASID.
- The Field Trip Attendance Manager will return the list if incomplete.

This list is critical – The Field Trip Attendance Manager will post-date attendance for students expected to attend the field trip with the Aspen field trip code – FT - prior to the field trip, so teachers will not mark them absent on the day of the field trip.

On the first school day after the field trip.

- Submit a list of students actually present and absent for the field trip to Andy Moore.
- You can email the list to Andy Moore ([moorea@chelseaschools.com](mailto:moorea@chelseaschools.com)) or put it in his mailbox. The list must contain the following information:
  - The date(s) and period(s) of the day(s) when the field trip occurred.
  - The name of the teacher or staff member in charge of the field trip.
  - Each student's LASID.
  - Each student's full Aspen name (no nicknames, partial last names, etc.)
  - The Field Trip Attendance Manager will return the list if incomplete.

Once the Field Trip Attendance Manager receives the updated field trip attendance list, any inaccurate attendance data in Aspen will be corrected. Aspen does not count the field trip FT code as an absence.

Any questions about this policy should be referred to the Director of School Data or to an Administrator.