

Learning Journey Checklist

Turing in Learning Journey request forms to ECO no longer needs to be done. Cost for Learning Journeys are paid for through district funds and do not come out of your classroom budget or program funds.

Below are some things to keep in mind when preparing to take your class on a Learning Journey:

- First and foremost follow your building procedures regarding Learning Journeys
- Educational Purpose: Learning Journey must be related to curriculum objectives and either your current unit of study or previous unit of study.
- Inform parents at least a week ahead of time and invite them to the Learning Journey if appropriate.
- If transportation is needed contact transportation to check on bus availability
- If you are going to be taking lunch with you, work with your lunch count secretary and kitchen staff in your building and follow building procedures.
- Notify the school office and ECO of your field trip. To notify ECO send the director an email so it can be added to the staff calendar.
- If there is a cost associated with the Learning Journey, follow the usual purchasing card process.