

Checklist: Inter-School Weekend

✓	Document	Notes	Timeline
	511C forms (Excursion Form)	<ul style="list-style-type: none"> • collect from students • bring hard copy to EOEC 	<ul style="list-style-type: none"> • 3 weeks prior to trip • to EOEC staff upon arrival
	511E forms (Medical Information Form - includes Dietary Concerns)	<ul style="list-style-type: none"> • collect from students • summarize information on: <ul style="list-style-type: none"> - Leadership Dietary Concerns Form - Leadership Health Concerns Form • bring hard copy to EOEC 	<ul style="list-style-type: none"> • 3 weeks prior to trip • 2 weeks prior to trip to: lori.yez@tdsb.on.ca • to EOEC staff upon arrival
	Leadership Student and Supervisor List	<ul style="list-style-type: none"> • master list of student names, gender • master list of supervisor names, gender, contact information, bus supervisor 	<ul style="list-style-type: none"> • 2 weeks prior to trip to: lori.yez@tdsb.on.ca
	Leadership Dietary Concerns	<ul style="list-style-type: none"> • summary of food accommodations (use 511E forms) 	<ul style="list-style-type: none"> • 2 weeks prior to trip to: lori.yez@tdsb.on.ca
	Leadership Health Concerns	<ul style="list-style-type: none"> • summary of medical accommodations (use 511E forms) 	<ul style="list-style-type: none"> • 2 weeks prior to trip to: lori.yez@tdsb.on.ca