**PRAIRIE-HILLS ELEMENTARY SCHOOL DISTRICT 144**

**2022-2023**

**BUS / FIELD TRIP COMPLETION REPORT**

***Directions: It is imperative that each line is completed before submitting to District Office.***

***This and other related field trip forms must be completed and submitted to District office 3 days after the trip.***

**Date of Trip: School:**

**Destination Place(s) Visited: Miles:**

**# of Students on Trip: # of Adults on Trip:**

**Teacher(s) Grade Level(s):**

**Did the field trip directly relate to the educational curriculum? YES NO**

**Was the field trip required of the entire class? YES NO**

***Please fill out this form plus the accompanying form listing all students who attended the trip.***

***Forward copies to Ms. Theresa Smith or Mrs. Tina Alexander at Central Office within three (3) business days after completion of trip.***

**Did the field trip begin and end during school hours? YES NO**

**Were the students required to pay a fee for the field trip? YES NO**

**Did the PTO, PTG, or PTA sponsor the field trip? YES NO**

**What account code was this trip charged to?**

**The time clock starts ticking when a bus leaves the bus Company parking lot for the school (about 15 minutes prior to arrival at school). Buses must return to school by 2:00 p.m., or they are considered late.**

Principal’s Signature Date