

*Cliffside Park Public Schools*

**SCHOOL FIELD TRIP INFORMATION AND TEACHER CHECKLIST**

Please provide the following information and give this form to your building principal prior to your departure for your trip

Lead Teacher(s):	
Cell Phone Numbers:	
Date of Trip:	
Destination:	
Address of Destination:	
Approximate time of Return:	
Bus Contractor Information:	Cliffside Park Bus Transportation: yes or no? (circle one) Other Bus Company name: _____ Bus Numbers: _____ Bus Company Phone Number: _____ Bus Driver Name: _____ Bus Driver Cell Phone Number: _____
Roster of Students attending:	I have attached a roster of students attending trip. _____ Total Number of Students going: _____

Names of students absent or not attending: (are they in school, if so where? Are they staying home?)																					
Medications	Yes, I have consulted with the school nurse. _____ (Initial)																				
Names of Teachers, Chaperones and/or Parents attending:	<table border="1"> <thead> <tr> <th data-bbox="545 627 834 762">Adult</th> <th data-bbox="841 627 1123 762">Teacher/Parent/Chaperone of student:</th> <th data-bbox="1130 627 1419 762">Phone Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Adult	Teacher/Parent/Chaperone of student:	Phone Number															
Adult	Teacher/Parent/Chaperone of student:	Phone Number																			
Rosters of emergency contact information:	I have rosters with all students and emergency contact information.  _____																				

Teacher (s): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

School Number: \_\_\_\_\_

Time Submitted: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

School Secretary Signature: \_\_\_\_\_

Please complete the following checklist before departure and throughout the duration of the field trip.

**Checklist:**

Action	Check when completed
Permission forms received from all students	
Emergency Roster (names and addresses and phone of all students)	
Medical Kit/Student Medications/Consulted with Nurse	
Head count before departure	
Seat Belt check	
Created Chaperone/Group List, so Chaperone's know which children they have (or are missing) & Medications needed.	
Lead Teacher called Main Office to let secretary know that they are officially leaving.	
Lead Teacher and all chaperones have each others cell phone #'s and School #3 phone number	
<u>Upon Arrival:</u> Lead Teacher called office to confirm safe arrival.	
<u>Upon Leaving:</u> Head count before departure	
Seat Belt Check	
Called Main Office to let secretary know they are officially leaving destination with all students	
If caught in traffic or delayed: Make call to office	