

REPORT ON MSAD #56 STUDENT TRIPS

This report must be filed with the principal and Superintendent within two working days of the trip's return by the responsible staff member in attendance.

Today's Date _____

Name of Person Completing this Form _____

Out of State: _____ 80+ miles one way _____ Overnight: _____ Outside the U.S. _____

Destination of Trip _____

Responsible Staff Member (s) _____

1. Date of Board approval for the trip _____

2. Date(s) of trip _____

3. Mode of Transportation:

How many used?

A. District buses _____

B. Private Vehicles _____

C. Contracted Services _____

D. Other _____ (Please specify.)

4. Chaperones: Number?

A. Administrators _____

B. Teachers _____

C. Staff _____

D. Parents _____

E. Volunteers _____

F. Other _____

5. Student attendees:

A. Males _____

B. Females _____

C. Grade Levels _____

6. Were the goals of the trip met as planned? _____

7. Please describe any problems that arose (i.e., discipline, housing, transportation, costs, scheduling, etc.) _____

Approved by the Board of Directors on April 12, 2005.