# Field Trip Form

**Center Name:** ABC Learning Center  
**Center Phone Number:** 770-456-7890  
**Date of Field Trip:** 3/17/14  
**Department Time:** 9:00 AM/PM  
**Estimated Return Time:** 2:30 PM/PM  
**Field Trip Location:** Memorial Library  
**Vehicle Tag Number:** APK178  
**Address:** 1234 Peachtree Street, Atlanta, Georgia 30034  
**Staff Attending Trip:** Tara Ross

<table>
<thead>
<tr>
<th>Child’s First &amp; Last Name</th>
<th>Parent’s Signature</th>
<th>Date</th>
<th>Parent Signature Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobbie Mitchell</td>
<td>Barbara Mitchell</td>
<td>3/17/14</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Leslie Warren</td>
<td>Cassandra Warren</td>
<td>3/17/14</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Rachel Thornton</td>
<td>Kristie Thornton</td>
<td>3/17/14</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Riley Thornton</td>
<td>Kristie Thornton</td>
<td>3/17/14</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Jessica Barber</td>
<td>Marilyn Barber</td>
<td>3/17/14</td>
<td>√</td>
<td>A</td>
</tr>
<tr>
<td>Justin Register</td>
<td>Lauren Register</td>
<td>3/17/14</td>
<td>√</td>
<td>√</td>
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</table>

**IF YOUR CHILD HAS PERMISSION TO ATTEND THIS FIELD TRIP, PLEASE SIGN AND DATE BELOW.**

**NOTE ALL DEPARTURE/ARRIVAL TIMES BELOW. THEN INDICATE MARK/SYMBOL FOR EACH CHILD.**

**COMMENTS** (Child left with parent, Child Absent, etc.)

**FIRST CHECK:** Signature of staff person verifying vehicle checked and no child left on vehicle at each stop.

**SECOND CHECK:** Signature of staff person verifying vehicle checked and no child left on vehicle at each stop.

**IF APPLICABLE:** Signature of staff person who reported by phone to the designated person that vehicle was checked and no child was left on vehicle.

This is used when another staff person is not present to conduct a second check.

**NAME OF PERSON REPORTED TO:**

Signature of staff person who calls to report that all children are verified off of vehicle. This is used when there is no other staff person present that can conduct a second check.

A phone call was made at the field trip location because Ms. Ross was the only staff person on the trip and a second check could not be conducted.

A second check was able to be completed at the return trip to the center because there was another staff person present.

Verifications of first and second checks of vehicle. Completed each time children are unloaded. Two checks of vehicle REQUIRED.

Person reported to

Parent signature and date

Check on and off of vehicle here. Make sure nothing is left blank. Indicate notes if need be.