

**BALTIMORE COUNTY PUBLIC SCHOOLS
FINAL REPORT – DAY/EXTENDED-DAY FIELD TRIPS**

THIS REPORT SHOULD BE COMPLETED BY THE SPONSORING TEACHER AFTER THE CONCLUSION OF THE FIELD TRIP AND SUBMITTED TO THE PRINCIPAL.

School Name: _____

Sponsoring Teacher (s): _____

Section or Grade/Student Group: _____

Trip Destination: _____

Dates of Trip: Departure: _____ Return: _____

Transportation Provided by: _____

1. Any accidents or unusual incidents? _____ Yes _____ No If yes, give details:

2. Student injury or illness? _____ Yes _____ No
If yes, complete *Student Accident Report Form* and return to school principal.

3. Any unacceptable or disruptive behavior which misrepresents the standards of the schools?
_____ Yes _____ No If yes, give details:

4. Student medication(s)/treatment(s) - submit a report to the school nurse, returning the first aid kit and any other medical equipment, and to verify medications or treatment administered.
Date report/medical equipment provided to school nurse: _____ (date)

SUMMARY:

5. Did all aspects of the trip meet your expectations? Did you receive all services promised in the itinerary/contract(s) signed?

6. How would you rate?

	Low	Average	Excellent
Bus/Transportation			
Student Interest			
Cost			
Trip Expectations			
Educational Value			

7. Were there any problems encountered? Explain

8. To what extent was the field trip a learning process which effectively extends student understanding of concepts and grade level/course curriculum presented in the classroom?

9. How was the field trip setting safe and conducive to learning?

10. How was information presented to students appropriate to their interests and learning needs? Explain.

11. Would this field trip be of value to other groups of students? _____ Yes _____ No
Which class/group: _____

Sponsoring teacher signature

Date