

## OVERNIGHT/FOREIGN TRAVEL FINAL REPORT

This report should be completed by the Sponsoring Teacher after the conclusion of the field trip.

School:	_____
Sponsoring Teacher:	_____
Date of Trip:	_____
Destination:	_____
Travel Company:	_____

Any accidents or unusual incidents?  YES  NO If YES, give details.

Any unacceptable or disruptive behavior which misrepresents the standards of the schools?  
 YES  NO If YES, give details.

Submit a report to the school nurse, returning the first aid kit and any other medical equipment, and to verify medications or treatment administered.

<b>SUMMARY:</b> Did you receive all services promised in the itinerary and contract for travel?  Were your hotels clean and safe?  Were any last minute changes made in: <input type="checkbox"/> hotel accommodations <input type="checkbox"/> dining arrangements <input type="checkbox"/> flights <input type="checkbox"/> ground transportation <input type="checkbox"/> the itinerary  Give details for any items that were checked.
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Sponsoring Teacher Signature \_\_\_\_\_

**Submit this completed form to the Principal. For foreign travel ONLY, submit an additional copy to the Executive Director of Special Programs, PreK-12.**