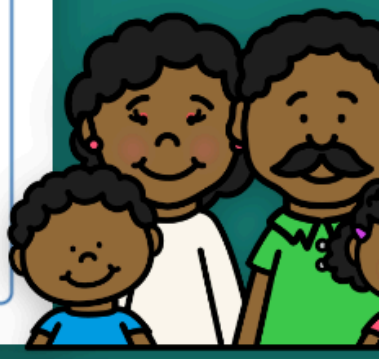
Bright Path Sped



18 PAGES





FIELD TRIP PERMISSION SLIP

Forms, Chaperones and a Return Tracker

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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line or a table cell, type, and Save As.
- It is a fillable PDF, not a slide deck. There is nothing to unlock or ungroup: every line is already a type-in field.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. The slips use clear type and thick lines, so they read on a photocopy in black and white.

Keep family names private

The slips, the tracker, the chaperone sheets and the substitute note hold family and student names. Keep them in your folder. Follow your school's own rules for trips, chaperones and records.

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PREVIEW

How to Use the Trip Set

Five steps, a few print tips, and words for the note home.

Five steps

1. Open the PDF in a reader. Click a line and type the trip place, date and return-by date.
2. Print on letter paper at 100 percent. Print the slips before you copy them for each family.
3. Send one slip home in each folder, with the reminder note on page 7.
4. Check each slip as it comes back, and type the date on the tracker (page 11).
5. Use the substitute note (page 13) for any day you are out of the room.

Print and sending tips

- Black and white printer? Every slip reads in black and white with no color at all.
- Two to a page is for cutting: print page 6, cut on the dashed lines, and send one in each folder.
- To reuse a blank slip, leave the trip line empty and type on it again next time.
- Save As after you type, so the trip is ready to use again next year.

Names stay private

- The slips and the tracker carry student and family names. Keep them off the door and the wall.
- The reminder notes and the wording ideas are safe to post, once the blanks are filled in.

Keep in the folder

- The slips that came back, checked yes or no.
- The tracker with the dates typed in.
- The chaperone groups and the substitute note.

My own wording

PREVIEW

Teacher prep: print, then cut on the dashed lines. One slip goes home in each folder.

Field Trip Permission Slip

Name _____ Class or teacher _____

Trip place _____ Date of trip _____

Cost (from the trip letter) _____ Return this slip by _____

Pickup time and place _____

☐ My child HAS permission to go on this trip.

☐ My child does NOT have permission to go on this trip.

Parent or guardian signature _____ Date signed _____

Field Trip Permission Slip

Name _____ Class or teacher _____

Trip place _____ Date of trip _____

Cost (from the trip letter) _____ Return this slip by _____

Pickup time and place _____

☐ My child HAS permission to go on this trip.

☐ My child does NOT have permission to go on this trip.

Parent or guardian signature _____ Date signed _____

PREVIEW

Trip Day Checklist

Check each box the morning of the trip. Keep it on your clipboard.



Before the bus or the walk

- [ ] Slips are back, and each one is checked for a yes or no
- [ ] The roster on the tracker matches the class list
- [ ] Chaperone names are on the groups page
- [ ] Pickup time and place are on the board and in the note
- [ ] Lunch, water and a jacket are packed for each student
- [ ] Name tags are made for every student going
- [ ] The substitute note is on the desk, with the office number
- [ ] The head count is taken at the bus or the door
- [ ] Permission slips for the trip are in the folder, one per student
- [ ] Emergency phone numbers are on the clipboard, with the office number

Head count

Students going _____

Adults going _____

Students at the door _____

Notes for the trip

_____

_____

_____

_____

PREVIEW

Return-By Tracker

Write each student's name. Type the date a slip comes back, then mark Yes or No.

Trip place _____ Date of trip _____ Return the slip by _____

Student	Slip back on	Yes	No	Follow-up

PREVIEW

Substitute Note

For a substitute or the front office on trip day. Keep it with the roster.

Teacher and room

Date of trip

Going on the trip

Staying in class

Bus or walking plan

Pickup time and place

Helpers for the day

Office notes for the day

PREVIEW

Teacher prep: print, cut on the dashed lines, and put the tabs in your binder.

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Field Trips

FIELD TRIPS

Room ____

School year _____

PREVIEW

Slips | Reminders | Chaperones | Tracker | Sub Note

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A Filled-In Tracker and Roll-Up (Invented)

Every name here is invented. Trip: Riverside Science Center (invented). The counts come from the table on this page (page 11, typed in).

Trip place	Date of trip	Return the slip by
Riverside Science Center (invented)	**Thursday, May 14**	**Monday, May 11**

Student	Slip back on	Yes	No	Follow-up
Ava Brooks	May 5	X	–	–
Ben Carter	May 4	X	–	–
Chloe Diaz	May 6	–	X	–
Eli Foster	May 3	X	–	–
Gabe Hall	–	–	–	Reminder sent
Hana Ito	May 5	X	–	–
Ivan Jones	May 2	X	–	–
Kai Lopez	–	–	–	Reminder sent
Jada Morris	May 4	X	–	–
Leo Park	May 6	–	X	–

Roll-up, from the table above

Students on the list	Slips back	Still missing
10	**8**	**2**

Permission yes	Permission no
6	**2**

Check the math

- 8 slips back is 6 yes plus 2 no.
- 10 students on the list is 8 back plus 2 still missing.

For each slip still missing

- Send the last-call note (page 7) home the next school day.
- Type the date the slip comes back, the day it is checked, and a note if needed.

PREVIEW