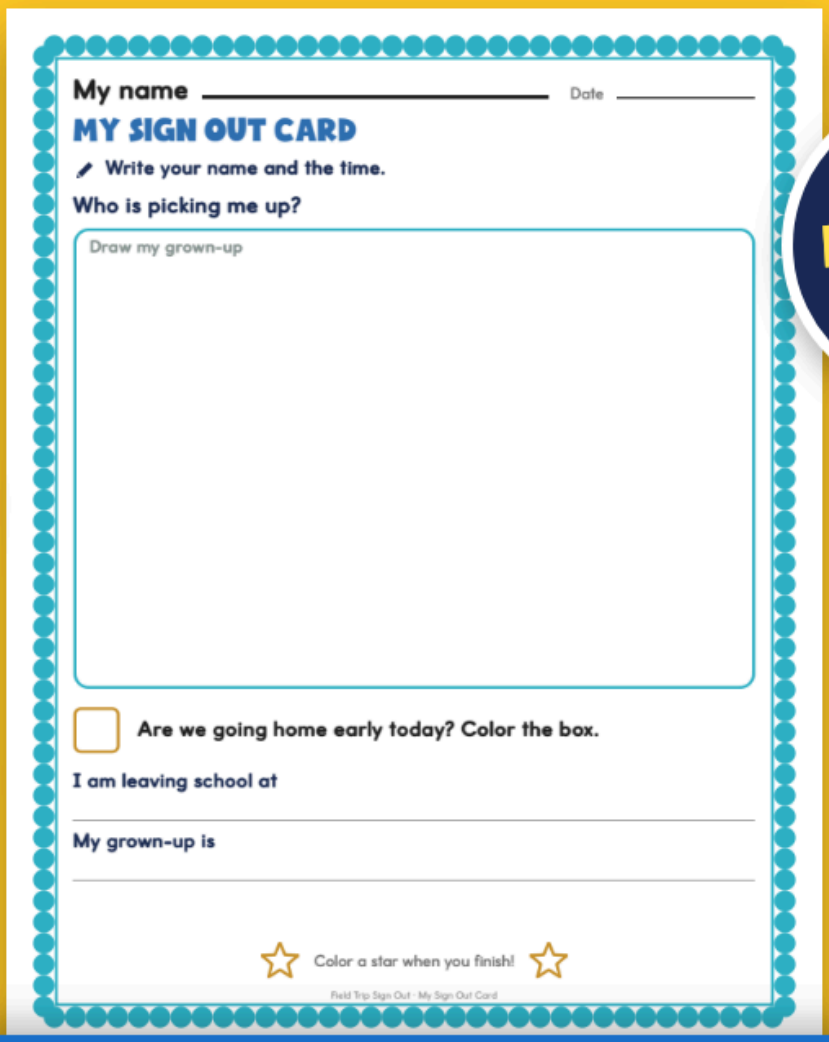
Bright Path Sped



17 PAGES



FIELD TRIP

SIGN OUT SHEET

EARLY RELEASE AND CHECK OUT

Terms of Use

Please read before you print your first page.

One classroom or office license

- This file is for one classroom or one school office.
- Please do not share it, post it online, or sell it.
- Extra licenses for a team or a school are available on the product page.

This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, a box or a table cell, type, and Save As.
- Every name, time and date line, every table cell and every notes area is a type-in field. In a mark column, type an X or print the page and check it by hand.
- 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. Every line is black or gray and every box is drawn in line, so the pages photocopy in black and white.

A sign-out sheet has a child's name on it

Keep filled-in sheets where your school keeps student records, and follow your school's own rules for who may pick up a child and how release is recorded. The pages here hold the times and names you write, and leave the rules to you.

Need help?

If a field will not behave or a page will not print the way you expect, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update: re-download it any time from My Purchases.

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PREVIEW

How to Use the Type-In Fields

Four quick steps. Nothing else needs to be installed.

1. Type in

Open this file in a PDF reader. Click into any line, box or table cell, type, then choose Save As so the file keeps your entries.

2. Mark an early release

On the sign-out logs (page 5 and page 6) type an X in the Early release column for each early release. Or print the page and check the box by hand.

3. Print at 100 percent

Turn off fit to page and shrink to fit, then print. Every line is black or gray, so a copy in black and white still reads.

4. Where each total goes

The week tally (page 8) adds each student across the week and each day down. The monthly summary (page 9) takes those totals for the office. Add the totals by hand on a printed copy, or type them in the Total cells.

Before the first pickup

Fill in the pickup roster (page 10) and write your school's rule on its blank lines. Keep filled-in sheets where your school keeps student records.

Need a fix?

Use Ask a Question on the product page. Every question is read.

Your notes

PREVIEW

Sign-Out Log by Time

One row for each time a child leaves, in time order. Type the time out, the child's name and the adult's name. Type an X for an early release, and the time back in if the child returns.

Date _____ Teacher _____ Office or room _____

Time out	Student	Picked up by (adult's name)	Adult signature	Early release (X)	Time back in

PREVIEW

Notes

_____

_____

_____

_____

Monthly Summary for the Office

Add each week's totals from the tally page. The Month total row adds the weeks. Write any trip or change in the Notes column.

Month _____ Teacher _____ Office or room _____

Week	Early releases	Trips	Sign-outs	Notes
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Month total				

Trips this month

Anything the office should know

Teacher initials _____ Date sent to the office _____

PREVIEW

Early Release Notice for Families

Your child will leave early today. Please check in at the office when you arrive, and fill in the reply box below.

Student _____ Date _____ Release time _____

Please pick up at (place) _____

Reason, in the teacher's words _____

Please bring

Family reply

I will pick up my child _____

Someone else will pick up (name) _____

Best way to reach me _____

Family signature _____ Date _____

From the teacher

Teacher _____ Date sent _____

Notes from the office

_____

_____

_____

_____

PREVIEW

My name _____ Date _____

MY SIGN OUT CARD

Write your name and the time.

Who is picking me up?

Draw my grown-up

PREVIEW

☐ Are we going home early today? Color the box.

I am leaving school at

_____

My grown-up is

_____

☆ Color a star when you finish! ☆

My name _____ Date _____

MY FIELD TRIP CARD

Write your name and the time.

I left school at

I got back at

My grown-up on the trip is

Something I saw

Draw my field trip

PREVIEW

Color a star when you finish!

A Filled-In Sign-Out Log by Time (Invented Students)

Ms. Alvarez and every child and adult on this page are invented. Nothing here describes a real child. This is the layout from page 6, filled in for Wednesday, Oct 14.

Date: Wednesday, Oct 14

Teacher: Ms. Alvarez (invented)

Office or room: Front office (example)

Time out	Student	Picked up by (adult's name)	Adult signature	Early release (X)	Time back in
11:30	Eli T.	Dana Tran	*signed*	X	–
11:45	Priya M.	Mr. Okafor	*signed*	–	–
12:05	Jordan K.	Grandma Lee	*signed*	X	–
12:20	Sofia R.	Aunt Rosa	*signed*	–	12:55
1:00	Marcus L.	Mr. Okafor	*signed*	X	–
1:10	Ava P.	Dana Tran	*signed*	–	–
–	–	–	–	–	–
–	–	–	–	–	–
–	–	–	–	–	–
–	–	–	–	–	–
–	–	–	–	–	–
–	–	–	–	–	–
–	–	–	–	–	–
–	–	–	–	–	–

PREVIEW

Counted from the rows above

Sign-outs: 6. Early releases: 3. Children back at school: 1. Each early release is an X in its column, and each row is one child.

Wednesday's early releases match the Wednesday column of the week tally on page 16.

Notes