

## GREAT NECK PUBLIC SCHOOLS

TEACHER-IN-CHARGE'S TRIP SUMMARY REPORT

**Please take the time to evaluate the field trip that you just completed. Your frank and complete responses will assist the schools in planning future trips. Sign on the back and submit it to the principal.**

School \_\_\_\_\_ Grade(s): \_\_\_\_\_ No. of Students: \_\_\_\_

Date(s): \_\_\_\_\_ Destination: \_\_\_\_\_

Teacher-In-Charge: \_\_\_\_\_

1. Educational purpose of trip: \_\_\_\_\_  
\_\_\_\_\_

2. Did the trip meet your expectations? Yes \_\_\_\_\_ Somewhat \_\_\_\_\_ No \_\_\_\_\_

3. If above response is not "Yes," please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Any problems with transportation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Any problems with food or lodgings? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(over)

6. Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

7. Was there any transportation or other incident affecting the health, safety or morals of students?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If **Yes**, please complete a **Trip Incident Report [4531-E4]** within 24 hours of returning from the trip and submit it to the Principal.

Teacher-In-Charge: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this report and will retain it on file in my school for one calendar year.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Great Neck Public Schools*  
*Adopted: 6/7/04*  
*Amended: 11/19/12*