

**PRAIRIE-HILLS ELEMENTARY SCHOOL DISTRICT 144
2026-2027**

BUS / FIELD TRIP COMPLETION REPORT

*Directions: It is imperative that each line is completed before submitting to District Office.
This and other related field trip forms must be completed and submitted to District office 3 days after the trip.*

Date of Trip: _____ **School:** _____

Destination Place(s) Visited: _____ **Miles:** _____

of Students on Trip: _____ **# of Adults on Trip:** _____

Teacher(s) _____ **Grade Level(s):** _____

Did the field trip directly relate to the educational curriculum? YES NO

Was the field trip required of the entire class? YES NO

*Please fill out this form plus the accompanying form listing all students who attended the trip.
Forward copies to Ms. Karnia at Central Office within three (3) business days after completion of trip.*

Did the field trip begin and end during school hours? YES NO

Were the students required to pay a fee for the field trip? YES NO

Did the PTO, PTG, or PTA sponsor the field trip? YES NO

What account code was this trip charged to? _____

The time clock starts ticking when a bus leaves the bus Company parking lot for the school (about 15 minutes prior to arrival at school). Buses must return to school by 2:00 p.m., or they are considered late.

Principal's Signature

Date