

# School Check-in Sheet

For Public Schools, Charter Schools & Private Schools

Date of Visit: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Name of School: \_\_\_\_\_

Phone # of School: \_\_\_\_\_

Main Chaperone's Name: \_\_\_\_\_

Main Chaperone's Cell Phone #: \_\_\_\_\_

Main Chaperone's Email Address: \_\_\_\_\_

**Total # of Students (Preschool – 12<sup>th</sup> Grade):** \_\_\_\_\_

\$9.95 plus tax (\$10.74 total) per student.

Must be included on the purchase order or paid for in cash, or by check or credit card by lead chaperone

**Breakdown of Grade Levels of Students:**

# of Students Preschool - 2<sup>nd</sup> grade: \_\_\_\_\_

# of Students 3<sup>rd</sup>-12<sup>th</sup> grade: \_\_\_\_\_

As a courtesy, BODIES REVEALED allows one free teacher/2 chaperones for every 15 students.

Ratio for Special Education Classes is on a per case basis, generally not to exceed one free chaperone for every 3 students.

Ratio is based on actual number of students attending the field trip, not on projected numbers.

Total # of Free Chaperones (according to above ratio): \_\_\_\_\_

Total # of Additional Adults above ratio: \_\_\_\_\_

\$9.95 plus tax (\$10.74 total) each. Must be included on the purchase order or paid for in cash, or by check or credit card by lead chaperone.

**Note: Any additional adults who have not prepaid with the school will be required to pay the full admission price upon arrival.**

Total # of Toddlers (23 months & under): \_\_\_\_\_

Payment Method (circle one):

Purchase Order

Credit Card

Business Check

Cash

Purchase Order or Check # \_\_\_\_\_ Amount of Purchase Order or Check: \_\_\_\_\_

Please attach a hard copy of the P.O.

Signature of main chaperone to verify info: \_\_\_\_\_