



OdySea Aquarium Field Trip
School Check-in Sheet

Order #

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 – 12th Grade): _____

\$15.25 plus tax (\$16.47 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 -2nd grade: _____

of Students 3rd-12th grade: _____

As a courtesy, OdySea Aquarium allows one free teacher/chaperone for every 10 students (3rd-12th grade) and one free teacher/chaperone for every 5 students (PreK-2nd grade).

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: _____

\$25 plus tax (\$26.99 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): _____

Total # of students who are OdySea Aquarium Lifetime or Annual Passholders:

(Do not count these students in the totals above) - Must have physical card during check-in, otherwise you must pay for them: _____

Total # of adults who are OdySea Aquarium Lifetime or Annual Passholders:

(Do not count these adults in the totals above) - Must have physical card during check-in, otherwise you must pay for them: _____

Payment Method (circle one):

Scholarship

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: _____