



**PERMISSION SLIP**

Dear Parents/Guardians:

The \_\_\_\_\_ trip to \_\_\_\_\_, is scheduled for the \_\_\_\_\_ . Please ensure your child is here at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, \_\_\_\_\_ and ready to board after an inspection of students' luggage, handbags, personal belongings and all carry-on items to make certain that objects and materials prohibited by the law and/or Board policy are not carried on the trip.

The trip itinerary has been designed to be educationally sound and enjoyable while maintaining maximum supervision for our students at all times. However, despite extensive planning, any student who chooses to, will find the opportunity to break a rule. Part of our preparation includes a formal discussion of our trip rules with our students. Every student is made aware of what is expected of him or her. Any serious infraction will be dealt with firmly.

We are sure the overwhelming majority of our students will act in a manner that will make the school and community proud of them. This letter is not written for that group but to help provide safeguards that you as a parent have a right to expect. Attached to this letter you will find copies of:

- 1. Emergency Authorization form
- 2. Tentative Itinerary
- 3. Hotel name, address, telephone and trip rules
- 4. Medication policy

Please read all of this material carefully. If your child is participating in this trip, fill out the emergency authorization form, sign and have your child sign the trip information/trip rules form, sign the signature block below and return all three to the school on or before \_\_\_\_\_. If we do not receive these signed forms by that date, your child will be provided with an appropriate alternative program at the school rather than participate in the trip.

If you have any question or concerns, please feel free to call the school office. Thank you for your continuing cooperation and support.

Sincerely,

\_\_\_\_\_  
Principal

Trip to: \_\_\_\_\_ on \_\_\_\_\_

I have read and I understand the contents of this letter and I consent to my child's participation in this field trip, as well as an inspection of all luggage, handbag, personal belongings, and carry-on items which my child takes on the field trip. I have also completed and returned the Emergency Authorization form and the trip information/trip rules form, and have received the other information listed above.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Parent's/Guardian Signature

Dated: \_\_\_\_\_