



Township Public Schools

Elementary Field Trip Permission Slip

School Information	
School:	Trip Date:
Grade/Teacher:	

Trip Information	
Destination:	
Departure Time:	Arrival Time:
Person(s) in Charge:	
TOTAL COST:	PAYMENT DUE BY:

No cash or checks should be submitted to the school. All payments must be made via Community Pass (see back page for information). Questions regarding payments should be directed to payments@wayneschools.com. Please include your name, phone number, and home address in your email.

Additional Information:

I give permission for my child, _____, to attend the field trip described above. I understand that all field trips will be conducted in accordance with the requirements of Board of Education Policy 2340, Field Trips.

I **DO NOT** give permission for my child, _____, to attend the field trip described above. I understand that my child will be assigned an alternate educational program for the day of the trip under the supervision of another teacher.

Parent Name: _____ Signature: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Emergency Contact: _____ Phone Number: _____

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COMMUNITY PASS INSTRUCTIONS

The Wayne Township School District has approved the use of the Community Pass online payment system as the District's primary form of payment for all student trips, fees, dues, etc. **NO cash or checks should be submitted to the school.**

Your child is not automatically signed up for ANY activities.

You MUST register your child for EVERY school activity throughout the school year on Community Pass.

Only Tuition balances will appear under VIEW/PAY BALANCES

You may make a payment one of three ways.

1) Community Pass Website


2) Mail a check to the Wayne Board of Education

If you are not able to make payments via **credit** or **debit** card (*Visa, MasterCard or Discover*) through the Community Pass system, payments can be made in mailed. Send your check to Wayne Board of Education Business Office, 50 Nellis Drive, Wayne, NJ 07470. Please include all the following information for payment: 1) family name and address, 2) student name, 3) grade, 4) school, 5) trip date and cost, 6) sizes and quantities (if applicable), etc. and send to the Business Office, Wayne Board of Education Business office at **50 Nellis Drive, Wayne, NJ 07470**. Make checks payable to Wayne Board of Education.

3) Bring a check or cash (**EXACT CHANGE**) to the Wayne Board of Education.

Payments will also be accepted in person at the Wayne Board of Education office with cash (**EXACT CHANGE**) or check made payable to Wayne Board of Education. Please note **cash must be the exact amount due**. Change is not available at the Business Office. FOR PAYMENTS AT THE BUSINESS OFFICE, please arrive with all the following information: 1) family name and address, 2) student name, 3) grade, 4) school, 5) trip date and cost, 6) sizes and quantities (if applicable), etc.

Directions for use of the Community Pass system

1. Go to www.wayneschools.com
2. Go to **Family Links** (top navigation) and click on **Community Pass (Activities & Payments)** 
OR click on the \$ in the icon menu on the right of the page.
3. Log in with your username and password
 - A. If you are **NEW** to the Wayne School District – Click **Create Your Account Now** and follow the prompts.
 - B. If you believe you may already have an account, please contact payments@wayneschools.com for help in retrieving your login information. **Please do not create another account.**

****If you do not have/do not remember your password and cannot reset it, email payments@wayneschools.com and provide your last name and mailing address. Your account will be reset and you will receive an email with your login and password.**

To Register and Pay for a Program

1. After logging into Community Pass, click the rectangle on the left for a list of Registration Options
2. Choose the **activity**
3. **Confirm** your information - edit if needed - continue
4. **Verify** Email address - edit if needed - continue
5. **Choose student** to be registered - continue
6. **Confirm** SCHOOL and GRADE are correctly displayed - edit if needed – continue
7. **Click the box next to the activity** that you are registering for - continue
8. **Click credit card** - continue
9. **Enter credit card information**, also confirm address, etc.
10. Click **complete transaction**

Contact payments@wayneschools.com with any questions.

08/20/2018