

FIELD TRIP SLIP
NOTICE TO PARENTS IN ADVANCE OF FIELD TRIPS

Dear Parent or Legal Guardian:

Your child is eligible to participate in a school sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from _____ school. A brief description of the activity follows:
(Insert Name of Building/Program)

NOTICE OF SCHOOL SPONSORED FIELD TRIP

Name of Activity/Event: _____

Purpose: _____

Destination/Location: _____

Designated Supervisor of Activity: _____
(Insert Name of Person Coordinating Activity) (Phone Number)

Date of Departure:_____ Time of Departure:_____ Date of Return:_____ Time of Return:_____

Method of Transportation: _____
(Insert Public Transportation, School Bus, Staff Vehicle or Parent Vehicle)

Student Cost \$ _____
(Insert Cost and Due Date or other instructions)

Rules and/or behavior expectations for all participants while on the trip:

Additional Information:

This information is provided to keep you informed of class activities. Participation in this activity is voluntary. If you agree to your child's participation in the above described school sponsored field trip, please complete and sign the attached Parental Consent and Medical Authorization form no later than _____.
(Insert Date)

Please feel free to provide information concerning your child's individual needs, which could be of significance during the course of an educational field trip. We will attempt to accommodate such individual needs.