

Field Trip Form

Teacher _____
Event _____
Event Date _____
Place _____
Event Time _____

THINGS TO DO 3 OR MORE WEEKS BEFORE FIELD TRIP

_____1. Inform the principal of the event and get necessary authorization at least 3 weeks or longer before the field trip. Check the calendar for conflicts.

_____2. Submit leave form as soon as principal has okayed the field trip.

_____3. Send letter home to parents. This would include all the details of the event and a brief permission slip for parents to sign. Students will not be allowed to participate without a signed permission form. Be sure to include information about how lunch will be handled and money that students might need.

*Sample letter on back of this form.

_____4. Call the bus company to arrange transportation.

_____5. Arrange for additional chaperones per school policy.

THINGS TO DO 1 WEEK (or longer) BEFORE FIELD TRIP

_____1. Email all secondary staff to inform them of the field trip and include a list of the students and staff who will miss school that day.

_____2. Insure that everyone in the building is informed when a large group of students is gone, especially the cooks.

_____3. Request school nurse set up student medications.

DAY OF THE FIELD TRIP

_____1. Give Kari all signed parent permission forms before you leave.

_____2. Give Kari a list of students not attending the event before you leave.

_____3. Give the principal this form to indicate that everything is done.

_____4. Get necessary medications from school nurse.

**sample letter*

Dear Parents/Guardians:

This letter is to inform you that the LCWM English class will be attending the The Nutcracker Ballet at Bethany Lutheran College in Mankato on Wednesday, December 10, 2011. Students are expected to dress up for this activity.

We will leave by bus at 11:00AM and return to the secondary school by 3:00PM. Admission has been paid for through the school but your son or daughter will need about \$10 to buy his or her own lunch.

Please sign the permission slip at the bottom of this letter to indicate that you have been informed of our field trip and return it to me as soon as possible. Students will not be allowed to participate unless they have returned the signed form.

If you have any questions about this event, please feel free to call me at school (507-726-2110; ext. 3120) or contact me via school email. Thank you.

Mrs. Jones
LCWM English Teacher

My son/daughter _____ has my permission to participate in the LCWM English class field trip to Bethany Lutheran College on Wednesday, December 10, 2011.

Parent/Guardian

Date