

Sample Field Trip Form

(Prior to using this particular format, check with your site administrator in charge of field trips. Often they may have a form they prefer you use. However, you can always send your own letter home, attached to the school's permission slip.)

(today's date)

Dear Parent or Guardian,

On (date of the field trip), from (what time to approximately what time), your child will be attending a field trip to (enter the name and address of the field trip location) for Ms./Mr. (enter teacher's name here)'s (enter title of class) as part of her/his final project. If you do not wish your child to attend this field trip, please check the appropriate box below and contact Ms./Mr. (teacher's name again) as soon as possible to make alternative arrangements for your child's final project. Your child will be reading an excerpt of their best piece of writing publicly. You and your family are encouraged to attend to support your child in her/his endeavor to be a successful author.

Students should arrive at school no later than (insert time here). We will be traveling via (enter your mode of transportation, any money students should bring, and if private rides will be allowed—ie. can students catch a ride with their parents). Parents, you may pick your child up at (enter either the name of the location of the field trip) at (enter the time the event will conclude). Otherwise, students will return to school via (enter mode of transportation), arriving at approximately (enter time). Students will be dismissed at school.

Ms./Mr. (enter teacher's name) will be chaperoning along with (names of other chaperones and their job title). If you would like to volunteer your time to chaperone this event, please contact Ms./Mr. (enter teacher's name) as soon as possible at (enter a phone #).

Please check one:

I give permission for _____ to attend this field trip slip.

I DO NOT give permission for my child to attend this field trip and wish to make alternative arrangements. I will contact you immediately.

My child has the following medical conditions or allergies:

In case of emergency, I can be contacted at the following phone number:

home

work

(Both phone numbers should be given so that should an emergency occur a live person will be reached!)

Parent Signature

Date