



Sample Off Campus Field Trip Permission Form

(Insert School Name)

(Insert Address)

(Insert Phone Number)

Dear Parent(s):

With your permission, your child may participate in the field trip listed on the reverse side (**attach school field trip form on reverse side**). It is our intention that the students use this opportunity to add to their learning experiences and to have fun, while at the same time behaving in such a way that they will bring credit to the their parents and their school. It is important that the students understand that the discipline policies included in the Parent/Student Handbook apply to them whether they are on the _____ High School campus or elsewhere when they are involved in an activity or trip sponsored by the school. Please help us ensure that your son/daughter is aware of conforming to them at all school activities.

Please read and sign the form on the back of this letter giving your son/daughter permission to participate in the described activity, as well as signifying that you and your child understands the discipline policies of _____ High School set forth in the Parent/Student Handbook.

We appreciate your cooperation as we believe that education must continue to be a joint venture between the parents and the school.

We will not be back at school in time for lunch. Please ensure your child has lunch money as we will eat after our campus tour.

Sincerely,

Coordinator Name

CTI Coordinator

_____ High School

