



FIELD TRIP PERMISSION FORM

AP 260 Field Trips

Dear Parents/Guardians, this is to inform you that we are planning the following field trip. Please retain Section 1 for your reference and return Section 2 to the appropriate supervisor.

SECTION 1: Field Trip Information (to be completed by the Field Trip Supervisor)

Name of field trip: School:

Today's date: Trip Supervisor/Staff Liaison (if not a staff member): Position:

Description of field trip:

Departure Date	Time	Return Date	Time	
Entire 2017-2018 school year			8:48am-3:15pm	<input type="button" value="+"/> Add a row <input type="button" value="-"/> Remove a row

Subject/Block	# of Students	Grades
		7/8/9

Other supervisors (indicate if supervisor is a teacher, classified staff, parent or other volunteer):

Destination(s), include the address whenever possible:

Purpose of the trip (include curriculum/program alignment):

Activities: <input type="text" value="Walking / Power Walking/ Community Service"/>	Risks and safety precautions: <input type="text" value="slips and trips / weather exposure"/>
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Transportation arrangements: <input type="text" value="n/a"/>	Special clothing or equipment required: <input type="text" value="Students will dress for the weather"/>
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If your child has any **allergies or medical conditions** which require special consideration, please contact the school at

Request for Volunteers (Field Trip Supervisor please indicate if volunteers are needed and provide a description of duties) Yes No

Payment Information

Amount/cost for field trip or Amount/cost is included in grade/course field trip fee

School fee information for the 2017-18 school year is expected to be posted on the PowerSchool Parent Portal by early **October**. All fees are due within 30 days of being posted. To access your fee information, simply log in to the [PowerSchool Parent Portal](#) and go to "Student Fees." There you can view your fees and pay them online using Visa, MasterCard or INTERAC Online - when available from your financial institution.

How will refunds be issued? (Refund Statement - AP 505)

Freedom of Information and Protection of Privacy - Notification of Use

The information collected on this form is for the purpose of coordinating field trips in EIPS, including tracking permission and maintaining accurate emergency contact information. This personal information is collected pursuant to the provisions of the *School Act* and Regulations thereto, and the *FOIP Act*, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204, or your school principal.

SECTION 2: Parent/Guardian Approval *(Students will be required to follow all applicable school rules for the duration of the trip.)*

If this form is not completed and returned to the school, it will be considered that you have **NOT PROVIDED CONSENT** for your child to participate in the field trip as described above.

Field Trip: Permission to leave school grounds for fitness & community Trip Supervisor/Staff Liaison: All Clover Bar Staff

I _____ allow, _____ to participate in this field trip.

Parent/Guardian Signature

Date

Emergency Contact Information

Emergency contact name

Home phone

Work

Emergency

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