

NOTE: This document may require modification based upon the unique circumstances of a particular trip.

Parent Notification/Consent Form
Day Trip

Name _____ Class _____

School (list additional trip sponsors when applicable) _____ Trip Date: ____/____/____

Destination: _____

Advisor(s): _____

Departure Site: _____ Departure Time: _____

Return Site: _____ Return Time: _____

Mode of Transportation: _____

Purpose of Trip: _____

Specific Activities Planned: _____

I, the parent/guardian of the student named above, hereby give my permission for my child to take part in the trip described above. I understand that the following conditions apply:

- a) I understand that I am responsible for getting my child to and from the departure and return sites identified above. I understand that my child shall be accompanied by staff member(s) during the trip, including while traveling from the departure site to the destination site, and from the destination site to the return site.
- b) I understand that my child is expected to behave responsibly and to follow the school's discipline code and policies.
- c) I agree and understand that I am responsible for the actions of my child, and I release the school from all claims and liabilities that arise in connection with the trip, except if due to the negligence of school officials.
- d) I confirm that my child is medically fit and able to participate in all activities described above, except for the following activities:

- e) I have indicated below any permanent or temporary medical or other condition(s) including special dietary and medication needs, or the need for visual or auditory aids, which should be known about my child: _____

- f) I understand that as a parent, if I believe it is necessary to limit my child's activity to a great extent, then the school may not be able to accommodate my child on this trip and that I and my child will be informed of this decision as soon as possible upon the receipt by the school of this completed consent form.
- g) I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the trip may act on my behalf and at my expense in obtaining medical treatment for my child.
- h) I understand that alcoholic beverages and/or illegal drugs are prohibited and have discussed this prohibition with my child. I understand that if my child is found in possession of these substances, he/she will be subject to school disciplinary procedures and possible criminal prosecution.
- i) I understand that students who violate the school's discipline code may be excluded in the future by the school from participating in a trip.
- j) In an emergency I can be reached at: Day: () _____ Evening: () _____
- Additional Contact: Name _____ Day: () _____ Evening: () _____
- k) I give my permission for my child to participate in this school trip.

(Signature of Parent/Guardian)_____
(Date)

STUDENT DECLARATION
(to be signed by Middle School and High School students)

I have read the Parent Notification/Consent Form and I understand that I am to act on this trip in the same responsible manner in which I am expected to conduct myself in school.

(Signature of Student)_____
(Date)

NOTE: This document may require modification based upon the unique circumstances of a particular trip.

Parent Notification/Consent Form
Overnight/Extended Day Trip

Name _____ Class _____

School (list additional trip sponsors when applicable) _____ Trip Date: ____/____/____

Destination: _____

Advisor(s): _____

Departure Site: _____ Departure Time: _____

Return Site: _____ Return Time: _____

Mode of Transportation: _____

Purpose of Trip: _____

Specific Activities Planned: _____

I, the parent/guardian of the student named above, hereby give my permission for my child to take part in the trip described above. I understand that the following conditions apply:

- a) I am responsible for getting my child to and from the departure and return sites identified above. I understand that my child shall be accompanied by staff member(s) while traveling from the departure site to the destination site, and from the destination site to the return site.
- b) I understand that it is within the school's discretion to change travel, accommodations and other arrangements as it deems necessary. I will be informed of such changes as soon as practicable.
- c) I understand that the school in arranging for my child's travel and accommodation selected commercial airlines, trains, restaurants, hotels and other services whose performance and service cannot be controlled by the school. Consequently the school is not responsible for the actions of these commercial entities, including but not limited to lost luggage, unsatisfactory quarters, and refunds.
- d) I understand that my child is expected to behave responsibly and to follow the school's discipline code and policies.
- e) I agree and understand that I am responsible for the actions of my child, and I release the school from all claims and liabilities that arise in connection with the trip, except if due to the negligence of school officials.

- f) I confirm that my child is medically fit and able to participate in the trip described above. I have indicated below specific activities and events in which my child may not participate:

- g) I have indicated below any permanent or temporary medical or other condition(s) including special dietary and medication needs, or the need for visual or auditory aids, which should be known about my child: _____

- h) I understand that as a parent, if I believe it is necessary to limit my child's activity to a great extent, then the school may not be able to accommodate my child on this trip and that I and my child will be informed of this decision as soon as possible upon the receipt by the school of this completed consent form.

- i) I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the trip may act on my behalf and at my expense in obtaining medical treatment for my child.

- j) I understand that students who violate the school's discipline code may be excluded by the school from participating in a trip. Additionally, I understand that if a serious or reported violation occurs while on the trip, it is within the school's discretion to send my child home from the program, of which I will be informed. I understand if my child is sent home early, I am responsible for all costs associated with such early departure and forfeit any monies paid that are not refunded to the school.

- k) I understand that students who violate the school's discipline code may be excluded by the school from participating in a trip.

- l) In an emergency I can be reached at: Day phone: () _____ Evening Phone: () _____

Additional Contact: Name _____ Day phone: () _____ Evening Phone: () _____

- m) I give my permission for my child to participate in this school trip.

(Signature of Parent/Guardian)

(Date)

STUDENT DECLARATION

(to be signed by Middle School and High School students)

I have read the Parent Notification/Consent Form and I understand that I am to act on this trip in the same responsible manner in which I am expected to conduct myself in school.

(Signature of Student)

(Date)

NOTE: This document may require modification based upon the unique circumstances of a particular trip.

Parent Notification/Consent Form
International Trip

Name _____ Class _____

If your child does not have a United States passport, please contact the trip coordinator. Foreign countries have different rules regarding visas and permits for non-United States passport travelers.

School(list additional trip sponsors when applicable) _____ Trip Date(s): ____/____/____ to ____/____/____

Destination: _____

Advisor(s): _____

Departure Site: _____ Departure Time: _____

Return Site: _____ Return Time: _____

Mode of Transportation: _____ Name of Carrier: _____

Purpose of Trip: _____

Specific Activities Planned: _____

I, the parent/guardian of the student named above, hereby give my permission for my child to take part in the trip to _____, described above. I understand that the following conditions apply:

- a) I am responsible for getting my child to and from the departure and return site identified above. I understand that my child shall be accompanied by staff member(s) during the trip, including while traveling from the departure site to the destination site, and from the destination site to the return site.
- b) I understand that it is within the school's discretion to change travel, accommodations and other arrangements as it deems necessary. I will be informed of such changes as soon as practicable.
- c) I understand that the school in arranging for my child's travel and accommodation selected commercial airlines, trains, restaurants, hotels and other services whose performance and service cannot be controlled by the school. Consequently the school is not responsible for the actions of these commercial entities, including but not limited to lost luggage, unsatisfactory quarters, and refunds.

- d) I understand that my child is expected to behave responsibly and to follow the school's discipline code and policies.
- e) I agree and understand that I am responsible for the actions of my child, and I release the school from all claims and liabilities that arise in connection with the trip, except if due to the negligence of school officials.
- f) I confirm that my child is medically fit and able to participate in the trip described above. I have indicated below specific activities and events in which my child may not participate:
- _____
- _____
- _____
- g) I have indicated below any permanent or temporary medical or other condition(s) including special dietary and medication needs, or the need for visual or auditory aids, which should be known about my child: _____
- _____
- _____
- h) I understand that as a parent, if I believe it is necessary to limit my child's activity to a great extent, then the school may not be able to accommodate my child on this trip and that I and my child will be informed of this decision as soon as possible upon the receipt by the school of this completed consent form.
- i) I agree that in the event of an emergency, injury or illness, the staff member(s) in charge of the trip may act on my behalf and at my expense in obtaining medical treatment for my child.
- j) I understand that students who violate the school's discipline code may be excluded by the school from participating in a trip. Additionally, I understand that if a serious or reported violation occurs while on the trip, it is within the school's discretion to send my child home from the program, of which I will be informed. I understand if my child is sent home early, I am responsible for all cost associated with such early departure and forfeit any monies paid that are not refunded to the school.
- k) In an emergency I can be reached at: Day: () _____ Evening: () _____
Additional Contact: Name _____ Day: () _____ Evening: () _____
- l) I give my permission for my child to participate in this international school trip.

(Signature of Parent/Guardian)

(Date)

STUDENT DECLARATION

(to be signed by Middle School and High School students)

I have read the Parent Notification/Consent Form and I understand that I am to act on this trip in the same responsible manner in which I am expected to conduct myself in school. I accept the rules and regulations set forth by the School and the Department of Education for international programs. I will obey the rules and regulation of the foreign country. I agree to accept the travel conditions selected by the School. I will participate in the pre-orientation and post-orientation programs provided by the School and the Department of Education. I understand that alcoholic beverages and/or illegal drugs of any and all kinds are strictly prohibited and that if I am found in possession of these substances, I will be subject to school disciplinary procedures and possible criminal prosecution.

(Signature of Student)

(Date)

NOTE: This document may require modification based upon the unique circumstances of a particular program or activity.

Parent Notification/Consent Form
Ongoing Offsite Activities Within New York City

Name _____ Class _____

School (list additional trip sponsors when applicable) _____

Date: ____/____/____ to ____/____/____

Program Location: _____

Advisor(s): _____

Purpose: _____

Program Detail: _____

I, the parent/guardian of the student named above, hereby give my permission for my child to participate in the program described above. I understand that the following conditions apply:

- a) I understand that unless otherwise indicated in the program detail above, my child is expected to travel to and from the location site unaccompanied.
- b) I understand that unless otherwise indicated in the program detail above, my child will not be supervised by a Department of Education staff member at the location site.
- c) I understand that my child is expected to behave responsibly and to follow the school's discipline code and policies at all times. I further understand that if my child violates the school's disciplinary code or policies my child may be precluded from participating in the program.
- d) I agree and understand that I am responsible for the actions of my child, and I release the school from all claims and liabilities that arise in connection with the program, except if due to the negligence of school officials.

e) I have indicated below any permanent or temporary medical or other condition(s), which should be known about my child: _____

f) I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the program may act on my behalf and at my expense in obtaining medical treatment for my child.

g) In an emergency I can be reached at: Day: () _____ Evening: () _____

Additional Contact: Name _____ Day: () _____ Evening: () _____

(Signature of Parent/Guardian)

(Date)

STUDENT DECLARATION

(to be signed by Middle School and High School students)

I have read the Parent Notification/Consent Form and I understand that I am to act in the same responsible manner in which I am expected to conduct myself in school.

(Signature of Student)

(Date)

TRIP PLAN

THIS TRIP PLAN MUST BE COMPLETED IN DUPLICATE AND SUBMITTED TO THE LOCAL INSTRUCTIONAL SUPERINTENDENT AT LEAST TWO (2) WEEKS IN ADVANCE OF THE PROPOSED TRIP AND EIGHT (8) WEEKS FOR OUT OF THE COUNTRY TRIPS.

1. SCHOOL: _____ CLASS(ES): _____
2. DESTINATION: No change permitted without new consent form and authorization

3. PURPOSE OF TRIP: _____
4. DATE(S) OF TRIP: _____
5. TIME OF DEPARTURE: _____ 6. TIME OF RETURN _____
7. NO. OF PUPILS TO BE TAKEN: _____ 8. NO. OF TEACHERS: _____ NO. OTHER ADULTS: _____
8. TRANSPORTATION REQUIRED:
PUBLIC _____ NAME OF CHARTER BUS CO. _____ OTHER _____
9. POINT OF EMBARKATION: TRAIN STATION & LINE _____ AIRPORT/AIRLINE & FLT# _____
10. POINT OF DISEMBARKATION: TRAIN STATION & LINE _____ AIRPORT/AIRLINE & FLT# _____
11. FREE TRANSPORTATION PASSES REQUESTED YES _____ OR NO _____
12. _____ APPROVED _____
TEACHER IN CHARGE PRINCIPAL

**OVERNIGHT TRIPS, OUT OF THE COUNTRY TRIPS,
OR TRIPS WHERE INSURANCE IS NEEDED**

A detailed itinerary must be left with the principal and attached to this form

- NAME OF AGENT ARRANGING TRIP _____
- FOOD & LODGING WILL BE PROVIDED BY _____
- ADDRESS _____
- SOURCE OF FUNDS (explain details) _____

- A. Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g., sedentary trip as opposed to outdoor, physically active trip) YES _____ NO _____
If yes, attach a copy of the policy.
- B. Do health, fire and safety standards conform to those required in the locality for persons up to 21 years old? YES _____ NO _____
- C. Is there documentation on file in the school to corroborate this? YES _____ NO _____
If yes, attach a copy.
- D. Have you purchased Medical Insurance for each day of an out of country trip? YES _____ NO _____
(Attach copy of policy.)
- E. Is medical preclearance required? YES _____ NO _____. If YES, attach a copy of the medical form for each student.
- NAME OF MOTEL _____
- NAME OF TRAVEL CO. _____

I CERTIFY THAT ALL REQUIREMENTS OF CHANCELLOR’S REGULATION A-670 THAT RELATE TO THIS TRIP HAVE BEEN FULFILLED.

13. APPROVED _____ DATE _____
Principal
14. APPROVED* _____ DATE _____
Local Instructional Superintendent

* The Local Instructional Superintendent must approve international trips and trips that exceed seven (7) days.