



**HOLY SPIRIT CATHOLIC SCHOOLS**  
**Parental Permission Checklist**  
*Reference: Administrative Procedure 349 – Field Trips*

PART B

A field trip Parent Permission Letter must be provided to a parent or guardian and must provide the following information:

- Date of letter
- Clearly stated purpose/education goal of the field trip
- The destination and where necessary, a map of the area
- Proposed itinerary of the field trip including dates and times of departure and arrival
- A general description of the nature and number of EACH planned activity or event
- Arrangements for supervision of students
- Type of transportation to and from the site, as well as on-site
- Safety precautions
- Special or unusual risks associated with the activity(ies)
- The need for special equipment or clothing to be provided by parent or guardian
- Parent/guardian contact number during the field trip
- Name and contact telephone number of the lead teacher
- Emergency procedures to be followed in the event of injury, illness or unusual circumstances
- Detailed cost of field trip
- Need for additional medical coverage for out of the country field trips
- Notice that personnel from the school will be contacting parents in the event that special considerations/ accommodations/adaptations may be required for students with diverse learning needs. Any concerns and questions that parents may have should be communicated to \_\_\_\_\_
- Parent/guardian statement on student's medical condition including medication requirements
- Parent/guardian authorization to have supervisors seek necessary medical treatments for students
- Parent/guardian authorization for alternative transportation arrangements
- Any other relevant information that could affect the decision to withhold field trip permission
- Teacher(s) signature(s)
- Parental/guardian response

Please Note:

The Parent Permission Letter must be signed by a parent or guardian.  
One Parent Permission Letter may be provided to and signed by the parent or guardian and will be sufficient for like or repetitive field trips (such as athletic events, including sports team games and tournaments, swimming lessons, physical education classes and church attendances) provided that the Parent Permission Letter includes a schedule of all activities, destinations, and dates. In such circumstances, only one Division Field Trip Form need be submitted by the Lead Teacher. The scope of the field trip, as conducted, must not deviate from the planned itinerary of the trip as supported by the parent/guardian.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

