

**EDUCATIONAL EXCURSION PERMISSION FORM
(IN-COUNTY / OUT-OF-COUNTY TRIPS)**

DATE: ____/____/____

Dear Parent/s or Guardian:

On ____/____/____ our class will be taking a field trip to _____. We plan to leave school at approximately _____ and return to school at approximately _____. We would like your child to accompany us on this trip. Please sign the permission slip below and return it no later than ____/____/_____.

Lunch: will be provided. will not be provided.

Chaperones: are needed. are not needed.

Teacher Signature

PLEASE SIGN AND RETURN THE PERMISSION FORM BELOW

EDUCATIONAL EXCURSION HOME PERMISSION FORM

Dear _____ (Teacher's Name),

_____ (Child's Name) has my permission to go to

_____ with his/her class on _____.

I understand that all reasonable precautions have been and will be taken for the safety of my child.

I further agree to hold harmless the Board of School Commissioners of Mobile County, its agents, servants, and employees against any and all liability, loss, damages, costs or expenses which the above named child or I may sustain or incur as a result of any act or inaction of any agents, servants, or employees of the Mobile County School Board.

Parent or Guardian Signature I would like to attend as a chaperone.

CHECK ONE:

I would like for the school to provide my child with a bag lunch at the cost of his regular daily lunch.

I choose to provide a bag lunch for my child.

EXTENDED/OVERNIGHT EXCURSION PERMISSION FORM

DATE: ____/____/____

Dear Parent/s or Guardian:

On ____/____/____ our class will be taking a field trip to _____
_____. We plan to leave on ____/____/____ and
return on ____/____/____. We would like your child to experience this learning
opportunity.

Please sign the permission form attached no later than ____/____/____.

A trip itinerary is included.

PLEASE SIGN AND RETURN THE PERMISSION FORM BELOW

EXTENDED/OVERNIGHT EXCURSION HOME PERMISSION FORM

Dear _____ (Teacher's Name):

_____ (Student's Name) has my

permission to go to _____ with

his/her class on ____/____/____. I understand that all reasonable precautions

have been and will be taken for the safety of my child. I further agree to hold harmless the

Board of School Commissioners of Mobile County, its agents, servants, and employees against

any and all liability, loss, damages, costs, or expenses which the above-named child or I may

sustain or incur as a result of any act or inaction of any agents, servants, or employees of the

Mobile County School Board.

Parent or Guardian Signature

Overnight Excursion Procedures

I. Important documents that must be completed by the school and submitted to Central Office before participating in an overnight excursion:

Request(s) for overnight excursions will be forwarded to the **Assistant Superintendent of Curriculum and Instruction**. Overnight field trips must be approved by the Assistant Superintendent of Curriculum and Instruction **at least four (4) weeks prior to the date of the field trip**. The following information needs to be forwarded to the Assistant Superintendent of Curriculum and Instruction:

- Educational Excursion and Bus Authorization Form
- Alabama Course of Study Standards covered by trip
- Itinerary for the entire trip
- Emergency contact numbers (teacher/administrator cell phone numbers)

Note: Educational trips must require transportation by bus only. The Mobile County Public School System does not have insurance for vehicles that are not system owned; therefore, the use of private vehicles is PROHIBITED. Activity buses have been purchased by the MCPSS to transport small groups of children to special events and contests. Schools can contact the Office of Transportation for an activity bus driver. The cost per mile will be determined by the State Department of Education Pupil Transportation Division.

II. Important documents that must be completed by the school and parents before students can participate in an overnight excursion:

- Permission Slip for Extended/Overnight Excursion
- Emergency and Health Information Form or copy of Student Health Card

III. Other vital information the school must have on file for overnight excursions:

- A copy of the letter or contract from the bus company transporting the students or chaperones to and from the trip destination (letter must include cost of trip and terms of agreement)
- A copy of the letter from the organization hosting the event outlining the terms and costs of trip for each student and chaperone
- A copy of the letter from the vendor estimating the cost of meals, if meals are not included in trip package
- Copies of the signed Permission Forms for Extended/Overnight Excursion
- Copies of the completed Emergency and Health Information Forms or copies of Student Health Cards

Principals' Responsibilities

The principal is responsible for the approval of field trips, including transportation arrangements and supervisory personnel involved in educational excursions. The principal also is responsible for ensuring to the degree possible the safety and well being of students; therefore, all students are expected to be full participants in all educational excursions. This includes utilizing transportation provided/approved by the school, the supervision by teachers and approved chaperones, and visits to only those places identified on the permission form. Any deviation from this procedure will require prior notification/approval from the principal.

EDUCATIONAL EXCURSION AND BUS AUTHORIZATION FORM

Out-of-county and overnight field trips must be approved by the Assistant Superintendent of Curriculum and Instruction *at least four (4) weeks prior to the trip.*

Date of Excursion:	School:	
Trip Destination:		
Grade Level(s):	Subject(s):	
Departure Time:	Return Time:	
Mode of Transportation: ___ MCPSS Bus ___ Private Bus Company _____ (name)		
Number of Students:	Number of Teachers:	Number of Chaperones:
Cost of Transportation per Participant: \$		
Cost of Admission per Student: \$	Cost of Admission per Adult: \$	
Cost of Meal(s) per Participant (if applicable): \$		
Total Cost of Excursion (transportation, admission, and meal(s) combined): \$		

Principal Signature _____ **Date** _____

Assistant Superintendent Signature _____ **Date** _____

BUS DRIVER REPORT

Driver:	School Bus Number:
Start Time:	End Time:
Total Time:	Total Miles (round trip):
Amount Due: \$	Amount Paid: \$

Driver Signature _____ **Date** _____

Employee # _____

Principal Signature _____ **Date** _____

Note: A copy of this form must be attached to the payroll for each MCPSS bus.

EMERGENCY AND HEALTH INFORMATION FORM

Student's Name:	Telephone #:	
Date of Birth:	Home Address:	
Father's Name:	Contact Phone # :	
Mother's Name:	Contact Phone # :	
Legal Guardian's Name:	Contact Phone # :	
Name of contact in case of emergency, if parent cannot be reached:		
Emergency Contact Address:	Phone #:	
Family Doctor:	Address:	Phone #:
Health Insurance:	Company:	
Policy # :	Company Phone # :	
Unusual Health Conditions? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, complete the following:		
<input type="checkbox"/> Diabetes <input type="checkbox"/> Heart Condition <input type="checkbox"/> Convulsive Seizures <input type="checkbox"/> Other _____		
If yes, name _____		
Allergies <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, name _____		
Any other health related issues:		
If emergency treatment is required and parent cannot be reached, what does the parent want the school to do?		
(Please indicate by circling either YES or NO)		
1. Contact closest medical facility?	YES	NO
2. Contact a physician from local referral agency?	YES	NO
3. Take child to nearest hospital?	YES	NO
4. Other suggestions:		
<hr/>		
I hereby authorize emergency medical treatment for my child:		
<small>(Child's Name)</small>		
Signature of Parent or Legal Guardian: _____		
Date: ___/___/___		

NOTIFICATION OF NON-SCHOOL SPONSORED EXCURSION FORM

MEMO TO: Parents and/or Legal Guardian of: _____

FROM: _____

RE: Field Trip to: _____

DATE: _____ / _____ / _____

This is to remind you that the field trip to _____ which is being planned for _____ / _____ / _____ is NOT sponsored by the Mobile County School Board. This letter is sent to make certain that as parents or guardians of a child who will be participating in the excursion you clearly understand the trip is not in any manner sponsored or endorsed by the Mobile County School System. Neither the School Board nor any of its employees take responsibility for the trip. Should you have any questions regarding this information, please contact me immediately.

PLEASE COMPLETE AND RETURN THE FORM BELOW

.....

HOME ACKNOWLEDGEMNT OF NON-SCHOOL SPONSORED EXCURSION

This is to verify that I have been advised by _____ that the trip to _____ which has been planned for _____ / _____ / _____ is not in any manner sponsored or endorsed by the Mobile County School Board nor any school nor any agent, servant, or employee of the Mobile County School Board acting in that capacity. I understand that neither the School Board nor any of its agents, servants, or employees assumes any responsibility for the trip.

Parent or Legal Guardian Signature: _____

Parent or Legal Guardian Name (Please Print): _____

Address: _____

Participating Student Name (Please Print): _____

EDUCATIONAL EXCURSION VOLUNTEER AUTHORIZATION FORM

This is to verify that I _____ hereby authorize each of the persons listed
Principal/School Administrator

below to act on behalf of _____ School as a volunteer

to chaperone students who will be traveling on _____ / _____ / _____ to _____
Date

_____. The purpose of this trip is _____
Destination

The students will depart at approximately _____ and will return at approximately _____.
Time Time

The students will be traveling by _____.
Mode of Transportation

List below the names, addresses, and phone numbers of the adults authorized to act on behalf of the school system in chaperoning students for the above-referenced excursion:

NAME	ADDRESS	PHONE NUMBER

Done this the _____ day of _____ 20_____.

Principal Signature

Date

Witness Signature

Date