PERMISSION FORM FOR STUDENT FIELD TRIP

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

Dear Parents:

The following trip has been arranged to complement the instructional program of your student. This trip has been approved according to the Board of Education Policy and guidelines established by the Superintendent of Schools. All school system policies and school rules are in effect for the duration of the trip. If you have any questions, please feel free to contact the Teacher-In-Charge.

Please complete the bottom portion of this form, **detach** and return with payment to the Homeroom Teacher. Please use the **ONLINEPAYMENT SYSTEM (OSP)** for the most convenient payment option. http://emms.hcpss.org. Or make check payable to **ELLICOTT MILLS MIDDLE SCHOOL**. ***IF PAYING CASH, YOU MUST SEND IN EXACT AMOUNT. EMMS CANNOT PROVIDE CHANGE.***

The HCPSS Finance Office has contracted with the Envision Payment Solutions, Inc. for the electronic collection of check payments. If the check is returned unpaid, EPS, Inc. will assess a $35 fee allowed by Maryland state law and charged as an electronic fund transfer.

School:	Ellicott Mills Middle School		
Destination:	National Air & Space Museum Washington, DC		
Objective of the trip:	To understand how scientific discovery & innovation enhance and complicate our lives.		
Class/Group:	8th Grade		
Departure date:	October 25, 2019	Time:	8:30 am
Return Date:	October 25, 2019	Time:	2:30 pm
Bus Company:	Woodlawn Motor Coach, Inc.		
Public Transport:	NO		
Cost per student:	$20.00		
OSP or Checks payable to	**Ellicott Mills Middle School**		
Due Date:	October 4, 2109		
Meal Arrangements:	May bring bag lunch or money to purchase lunch		
Appropriate Attire:	School dress code applies		
Total # of Students:	296		
Anticipated Ratio of Chaperones to Students:	1:6		

This trip will be:

Student Day ■	Extended Day ☐
Overnight ☐	Non School Day ☐

Alternate plans in case of postponement or cancellation:

There may be a separate attachment detailing the itinerary, special clothing or cash requirements, as well as any additional rules or procedures. Please contact the Teacher-In-Charge as soon as possible if you have any special needs regarding this trip.

Teacher-In-Charge: Meredith Long

Contact number: 410.313.2839

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM RESERVES THE RIGHT TO CANCEL A TRIP AT ANY TIME IN ORDER TO ENSURE THE SAFETY OF BOTH STUDENTS AND STAFF MEMBERS. IF SUCH A CANCELLATION OCCURS, THE SCHOOL SYSTEM IS NOT RESPONSIBLE FOR ANY FINANCIAL LOSS INCURRED BY THE PARENT. THE SCHOOL SYSTEM IS ALSO NOT RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL ITEMS.

I GRANT PERMISSION FOR _____ (PRINT Student Name) TO GO TO **Air & Space Museum** (Destination) ON **OCT 25, 2019.** (Date) I RECOGNIZE THAT HOWARD COUNTY PUBLIC SCHOOL SYSTEM CANNOT BE HELD RESPONSIBLE FOR CONDITIONS BEYOND THEIR CONTROL.

PARENT SIGNATURE_____ DATE: _____ PHONE: _____

☐ I AM AVAILABLE TO CHAPERONE AND ACCEPT THE DUTIES AND RESPONSIBLITIES OF THE POSITION.

CHAPERONE NAME_____ SIGNATURE_____

CHAPERONE CELL NUMBER_____ CHAPERONE EMAIL:_____

IFAS #39502293 Packet Please detach and return this bottom portion with your payment to HOMEROOM TEACHER

Revised 7/14/2014