



BOARD OF EDUCATION OF PRINCE GEORGE’S COUNTY

School: _____ **Date:** _____

Dear Parent(s):

This is to inform you that the _____ is planning
(class, group, organization)
a field trip to _____ on _____
(destination) (date)

The sponsoring teacher for this trip is _____

The purpose of this trip is to _____

Students intending to participate in said field trip are expected to assemble at the school on the date of the trip at _____
(time)

**Because of the departure and/or return time, you may be responsible for transporting your child to and/or from school*

Transportation to and from the field trip destination will be provided by _____
(public school bus or authorized commercial carrier)

The cost to each participating student is \$ _____ A deposit in the amount of \$ _____ is due on
(total cost) (deposit)

_____ and the remaining balance of \$ _____ is due on or before _____
(date) (balance) (date)

Kindly make payments to the order of _____ which is handling all of the
(Name of authorized travel agency)
arrangements for this trip.

In the event of cancellation, the Board of Education of Prince George’s County shall assume no responsibility or liability for the failure of any travel agency or other source having assumed the responsibility of making travel arrangements, failing to issue refunds, in whole or in part, to the students originally anticipated to participate in the student trip. *You should also be advised that this payment may be non-refundable if your son/daughter cancels the trip participation and no substitute student can be found to take and pay for said trip in his/her place.

Furthermore, please be informed that it is the policy of the Board of Education of Prince George’s County that no student be denied the opportunity to participate in a Field Trip for reasons on inability to pay. Accordingly, if you are desirous of having your son/daughter participate in said Field Trip but are unable to pay therefore, please call me at your earliest opportunity.

Sincerely,

Supplemental Information:



BOARD OF EDUCATION OF PRINCE GEORGE’S COUNTY

School: _____

Date: _____

(Detach here and return with remittance, if required)

I/We hereby give permission for our son/daughter _____ (student’s name) to participate in the field trip to _____ (destination) on _____ (date) for _____ (class, group, organization) being sponsored by _____ (sponsoring teacher)

I/We hereby certify that the information to which this permission slip has been attached has been read by me/us.

Parent’s Signature

Date

PLEASE NOTE THE FOLLOWING IN ADDITION:

- Students must not have lost more than 15 SIS points between September 30 and October 30, 2019. Please check your student’s eligibility via clfportal.org prior to payment.
- Students must also wear their Oxford shirt/tie and uniform bottoms and shoes on this field trip.
- Students will have an opportunity to purchase lunch. Students may bring a bagged lunch from home or may request one from the cafeteria. Students who choose to purchase food must bring their own money on the day of the trip.
- Payments will **only** be made **via myschoolbucks.com**. There is a 3.2% service fee payable to MySchoolBucks per transaction included in the price. If you do not have an account, please create a myschoolbucks.com account. You will need students PGCPS ID and date of birth.
- Signed permission slips must be turned in to the front office during **homeroom** starting **November 4th**. Only hard copies of the permission slips will be accepted. Please turn in the entire permission slip. Paying online does not guarantee a seat. Seats will only be reserved for student after payment and permission slip are received.
- To access CLF portal go to clfportal.org -->Point Reward System → login with your credential. Be sure to change the date range to that for the field trip. Students who have earned beyond -15 SIS will not be able to attend without a parent chaperone.
- Students are expected to return by 6:00pm. They will call once close to school.

My son/daughter will be:

- Bringing money for lunch
- Packing a lunch
- Requesting bagged lunch from cafeteria
- I would you like to chaperone this trip and I have paid for my seat

Parent Name/Email Address: