

## **MEMORANDUM**

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**TO: ALL PRINCIPALS  
SECRETARIES**

**FROM: STEVE BOLMAN  
DEPUTY SUPT., BUSINESS AND ADMINISTRATION**

**DATE: SEPTEMBER 8, 2009**

**RE: REVISED FIELD TRIP CONSENT FORM**

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Attached is the *revised* Field Trip Consent form that has been reviewed and approved by RESIG. Please note the following changes:

1. The 'Student Name' and 'Teacher Name' have been added to the top of the page
2. Under 'COST' the following language has been added: *(No student shall be excluded based on inability to pay)*
3. Under 'Needs to bring paper bag lunch, the following has been added: *(no glass containers)*
4. Request for *cell* phone numbers has been added
5. 'PERMISSION AUTHORIZATION' has been added with clearer information in regards to current information that must be on file in the school office and liability issues.

It is mandatory that this form be used by all sites. In addition, this form will be posted on the District Website.

In addition, AR 3541.1 'Transportation For School-Related Trips' states that Schools will submit a request for transportation services to the Transportation Department on form (PB 31) as soon as possible. When privately owned vehicles are being utilized all drivers are required to have completed and on file a form (PB 276) at the school's office.