

## Form 260B – Parent Informed Consent Letter Requirements

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A field trip Parental Informed Consent Letter must be provided to a parent or guardian and must provide the following information:

- \_\_\_\_\_ Date of letter.
- \_\_\_\_\_ Clearly stated purpose/educational goal of the field trip including educational value of such a trip, and its direct link to program of studies.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Parental/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.
- \_\_\_\_\_ Cost of field trip.
- \_\_\_\_\_ Need for additional medical coverage for out-of-the-country field trips.
- \_\_\_\_\_ Alberta health care number for student.
- \_\_\_\_\_ Parent statement on student's medical condition including medication requirements.
- \_\_\_\_\_ Parent authorization to have supervisors seek necessary medical treatments for students.
- \_\_\_\_\_ Parent authorization to make changes in arrangements for student pick-up from the field trip.
- \_\_\_\_\_ Any other relevant information that could affect the decision to withhold field trip permission.
- \_\_\_\_\_ Teacher(s) signature(s).
- \_\_\_\_\_ Parent response.

Please Note:

- ◆ The Parental Informed Consent Letter must be signed by a parent or guardian.
- ◆ One informed consent letter signed by a parent or guardian will be sufficient for a series of field trips (example – athletic teams, physical education classes) provided that the permission letter includes a schedule of all activities and dates – subject to change.