Create a Post.

Enter the **Recipients**, **Subject** and **Description** of the field trip for parents to review.

<table>
<thead>
<tr>
<th>To</th>
<th>Who should see this?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff and Parents</td>
</tr>
</tbody>
</table>

**Subject**

**Description** - Photos, if any, will be included in excel versions of this post

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Select the **Forms / Permissions** add-on from the left navigation menu:

- Calendar Entry/RSVP
- Attach Photos Or Files
- Forms / Permissions
- Ask for Items
- Request Volunteers

Select the date permission slips should be completed by.

**IMPORTANT**

Select an existing form: **Field Trip – Permission, Waiver and Release Form**

Learn more about Forms/Permission Slips

When do you need completed form by: [yyyy-mm-dd]

- Select an existing form
- Field Trip - Permission, Waiver and Release Form (Staff and parents)

- Create a new form
Submit the **Post** when ready.

To view the status of student permission slips, select the **Settings** gear for the Post, and click **Forms Report**: 

The permission slips can be printed or exported to CSV from the **Forms Report** screen: