



Field Trip Permission Form

WESTLAKE ELEMENTARY SCHOOL
27555 Center Ridge Road
Westlake, Ohio 44145~440-250-1200

Your child's class will be attending a field trip to: _____
(Location of Field Trip)

Date:	Departure Time:	Return Time:
Homeroom/Grade		
Cost per Child (To be paid by family)		
Transportation	_____ WCS Bus Transportation _____ Walking	
Purpose of Field Trip		

PARENT/GUARDIAN COMPLETE THE INFORMATION BELOW

I hereby give permission for my child _____ to attend the field trip on the scheduled date and time listed above. *(Name of Student)*

Enclosed is \$ _____ to cover the cost of the trip.

A check made payable to **Westlake BOE** is preferred: Please write your child's name in the memo line.
Cash is also accepted - exact payment only and no coins please.

NOTE: Due to the nature of field trip payments for the venue we are visiting, the school does not receive refunds when students are unable to attend. As a result, we are unable to issue refunds for field trip costs if students are unable to attend due to illness or other reasons on the day of the field trip.

Place payment in a sealed envelope with your child's **name, teacher and grade.**

If the cost of the trip is a financial burden. Please contact your building principal.

PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION

Parent/Guardian Name: _____ Date: _____

Home Phone Number: _____ Work/Cell Phone Number: _____

PERMISSION SLIP and MONEY are due: _____

Educational field trips are an extension of learning but are not considered mandatory. Children must meet behavioral expectations as conveyed by the classroom teacher/school in order to attend. Children not attending are still required to be in attendance at school.