

# PARENT/GUARDIAN FIELD TRIP PERMISSION SLIP

OAK LAWN COMMUNITY HIGH SCHOOL



## INSTRUCTIONS FOR THE FIELD TRIP SPONSORING STAFF MEMBER(S):

1. Complete as many sections as possible then duplicate the form (back-to-back) for your students.
2. Submit completed forms to Office 126 at least **ten (10) days** in advance of the field trip.

## INSTRUCTIONS FOR STUDENTS:

1. Students are responsible for making up all course work missed during the absence, and for arranging such make-up with the teacher. Return completed assignments on the first day returning to class. In some cases, such work may be completed in advance. Assume the responsibility for promptly completing work.
2. Should the request to be absent and excused cause exams to be missed there is no obligation for the teacher to give exams early. Established make-up exam procedures should be followed. See your teacher.
3. After your parent/guardian has completed Sections 2 and 3, return the form to the staff member sponsoring the field trip by the date noted below. If the form is not submitted or returned by that date, the student may not be permitted to attend.

FORM SHOULD BE RETURNED BY: Friday, April 24, 2026

## SECTION 1: FIELD TRIP INFORMATION

FIELD TRIP DATE(S): Friday, May 1, 2026 COST PER PUPIL: \$35.00

DESTINATION/ACTIVITY: OLCHS Post-Prom Lake Michigan Cruise, City Cruises by HornBlower

DESTINATION ADDRESS: Navy Pier, Chicago

ITINERARY (LUNCH AND ADDITIONAL STOPS): At 11:00 p.m. Students will be transported from the OLCHS Prom to Navy Pier and then transported to OLCHS. Arriving at OLCHS at approximately 3:00 a.m. on Saturday, May 2, 2026.

SPONSORING STAFF MEMBER(S): J. McCurdy, SADD Sponsor

DEPARTMENT, COURSE, OR ACTIVITY: Student Activity Office

DEPARTURE TIME FROM OLCHS: 11:00PM AM PM RETURNING TIME: 3:30AM AM PM PICK-UP/DROP-OFF LOCATION:  NORTH  SOUTH  OTHER

METHOD OF TRANSPORTATION:  NONE  SCHOOL BUS  SPARTAN MINI-BUS  OTHER:

ADDITIONAL NOTES: Students are responsible for their own transportation to Prom. Students must have a Student ID, Ticket and Permission Slip submitted to attend.

Return this form to the Main Office/Room 126.

## SECTION 2: STUDENT HEALTH CONCERNS AND EMERGENCY CONTACT NUMBERS

---

NOTE TO PARENTS/GUARDIANS: PLEASE LIST ANY HEALTH OR MEDICAL CONDITIONS OR CONCERNS THAT YOU WANT THE SPONSORING STAFF MEMBER(S) TO BE AWARE OF. IN ADDITION, PLEASE LIST EMERGENCY CONTACT INFORMATION.

HEALTH CONDITIONS: \_\_\_\_\_

EMERGENCY CONTACT NUMBERS:

HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ OTHER: \_\_\_\_\_

## SECTION 3: PARENT/GUARDIAN PERMISSION

---

I have reviewed both sides of this document and give permission for my son/daughter to participate in the school sponsored field trip.

I grant permission for emergency treatment to be administered to my son/daughter.

Oak Lawn Community High School (OLCHS) field trips are appropriately chaperoned, with recognition of the scope of freedom and maturity provided to those students in attendance. In the event that a violation of the rules of conduct (in the Student Handbook and in any handouts or instructions from the trip sponsor) requires a student be returned home, I will accept full responsibility for his/her transportation and other necessary arrangements. OLCHS is not responsible for arrangements other than the student's safe conveyance to a point of departure. All expenses in connection with such a return will be the parent/guardian's responsibility.

My signature below constitutes and is evidence of my agreement: (1) to accept general liability for the participation of the above-named student in this trip; (2) to hold harmless and release OLCHS and all of its employees and agents from all liability arising from the student's participation in this trip; (3) to provide transportation to and from the OLCHS; and (4) to recognize that parent(s)/guardian(s) are responsible for the academic priority of participation by weighing their son's/daughter's academic progress in all curricular areas and the impact of lost class time that cannot be replicated through notes and missed homework.

I understand that refunds for cancelled or missed field trips are not always available.

I have read this form and agree to abide by the provisions contained therein. Further, I have read the rules and regulations regarding this trip and understand that any violation of these rules and regulations may affect my child's eligibility to participate in further trips sponsored by OLCHS. I understand that all rules in the Student Handbook apply to my son/daughter during this trip.

\_\_\_\_\_  
STUDENT ID NUMBER

\_\_\_\_\_  
PRINTED STUDENT NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE