Established 1915
BROWARD
County Public Schools

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DEPUTY SUPERINTENDENT

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Signatures on file

September 4, 2026

TO: All Principals

FROM: Dr. Valerie S. Wanza
Chief Strategy & Operations Officer

VIA: Dr. Angela R. Fulton
Deputy Superintendent

SUBJECT: **IN-SCHOOL FIELD TRIP/GUEST SPEAKER/CO-CURRICULAR EVENT/ACTIVITY/SUPPLEMENTAL PROGRAMS PARENT/LEGAL GUARDIAN AUTHORIZATION FORM**

Action: All afterschool extracurricular and supplemental clubs, programs, and extended learning opportunities require a signed parent/legal guardian permission form prior to a student being permitted to attend. Additionally, all in-school field trips, on-campus co-curricular events, and activities require a signed parent/legal guardian permission form before a student may attend. The permission form must be completed in its entirety to include, at minimum, the following details:

- The nature of the event or activity.
- The date(s) and time(s) of the event or activity.
- Specific location(s) and type(s) of sponsors/guests at the event or activity.
- Method of student supervision provided, such as the anticipated number of chaperones.

A separate form, signed by a student's parent/legal guardian, is required for each club, program, or activity and must be maintained by the club's sponsor.

The attached form, initialed by a student's parent/legal guardian may be utilized for multiple events for an individual club (i.e., SGA, Band, etc.) or for multiple pre-planned school events (i.e., Stem Night, Read for the Record, etc.).

Rationale: Rule 6A-10.089, F.A.C. requires Districts to adopt procedures to fully inform parents of the details of events, activities, or supplemental programs. District procedures must require signed parent or guardian permission forms for events or activities. The Afterschool Extracurricular and Supplemental Program Parent/Legal Guardian Authorization Form serves to assist schools in compliance with this requirement.

If you have any questions or need additional information, **please contact Patricia Brown, Director, Athletics & Student Activities via email at patricia.ann.brown@browardschools.com.**

ARF/VSW/PB:db

c: Cabinet Members
Regional Directors