

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Field Trip Permission</i>	
Procedure No. 2340-00-01	Eff. Date: 6/30/18
Implements Board Policy(ies) 2340	Last Reviewed:6/30/18

1. Background

The Office of General Counsel has developed model field trip permission forms and notification forms for parents.

2. Responsibilities

Title: General Counsel	
Address: Education Center	
Phone: (513) 363-0114	
<i>General Counsel will be responsible for providing an updated field trip permission form for schools.</i>	

3. Action Steps

An updated field trip permission slip should be provided to schools. The school shall provide as much information to parents about the field trip, the means of transporting students to and from the venue, the activities of the students at the venue, and any special circumstances involving the trip.

An information trip about students and chaperones participating in international field trips shall also be provided to schools.

4. Equity Considerations

There are equity considerations in ensuring that students have equitable opportunities to participate in field trips, but that is outside the scope of this procedure. This procedure relates only to ensuring that an appropriate permission slip is provided to parents.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
<i>Model Field Trip Permission</i>		<i>6/30/18</i>
<i>International Field Trip Information Form</i>		<i>6/30/18</i>

6. Additional Information

None.