

# Student Field Trip Authorization Letter

[School Name]

[School Address]

[School Phone]

**Date:** \_\_\_\_\_

**To the Parent(s)/Guardian(s) of:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## Field Trip Details

**Destination:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_

**Teacher/Supervisor:** \_\_\_\_\_

## Parent Authorization

I hereby grant permission for my child \_\_\_\_\_ to attend the field trip described above.

In case of emergency, please contact:

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date