

Educational Excursion Authorization

Subject: Permission Request for Educational Field Trip

Dear Parents/Guardians,

Your child has been selected to participate in an educational field trip to [destination] on [date] as part of our [subject/curriculum] studies. This trip will enhance classroom learning through [educational objectives].

Trip Details:

- Departure/return times: [schedule]
- Transportation: [bus/vehicle arrangements]
- Activities: [educational programs, tours]
- Supervision: [teacher-student ratio]
- Cost: [fees, what's included]
- What to bring: [lunch, clothing, supplies]

All students will be supervised by qualified teachers and follow school safety protocols. Emergency contact information and medical forms must be updated before departure.

Please complete and return the attached permission slip by [deadline] for your child to participate.

Best regards,

[Teacher Name]

[School Name]

[Contact Information]

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