



## PERMISSION FORM FOR STUDENT FIELD TRIP

Dear Parents:

The following trip has been arranged to complement the instructional program of your student. This trip has been approved according to the Board of Education Policy and guidelines established by the Superintendent of Schools. All school system policies and school rules are in effect for the duration of the trip. If you have any questions, please feel free to contact the Teacher-In-Charge.

Please complete the bottom portion of this form, **detach** and return with cash or check to the Teacher-In-Charge. Howard County Public School System (HCPSS) now offers Online Payment for School Activities (OSP). Please visit the OSP website: <https://osp.osmsinc.com/howardmd/> to pay for student school fees by debit or credit card. If you can chaperone, please check the box at the bottom and provide your contact information.

The HCPSS Finance Office has contracted with Envision Payment Solutions, Inc. for the electronic collection of check payments. If the check is returned unpaid, Envision Payment Solutions, Inc. will assess a \$35 fee allowed by Maryland state law and charged as an electronic fund transfer.

School:	Reservoir High School		
Destination:	NYS Night Time Showcase (Montgomery, NY)		
Objective of the trip:	Cross Country Meet		
Class/Group:	Cross Country Team		
Departure date:	September 30	Time:	11:00am
Return Date:	October 1	Time:	12:00 pm
Bus Company:	Woodlawn Motorcoach		
Public Transport:	N/A		
<b>Cost per student:</b>	<b>\$150.00</b>	<b>\$\$\$ May be paid online with credit or debit card</b>	
<b>Checks payable to:</b>	<b>Reservoir High School</b>		
Due Date:	Payment due by departure 9/30 @ 11:00am		
Meal Arrangements:	Sat Lunch and Sunday Breakfast provided. Sat Dinner at cost to student		
Appropriate Attire:	Casual, bring uniform		
Total # of Students:	38		
Anticipated Ratio of Chaperones to Students:	9:1		

This trip will be:	
Student Day	Extended Day
<b>Overnight*</b> •	Non School Day
Alternate plans in case of postponement/cancellation:  <b>N/A</b>	<b>If the trip returns after the regular student day, the parent will pick up the student at the school within 15 minutes of return.</b>

<https://osp.osmsinc.com/howardmd/>

- There may be a separate attachment detailing the itinerary, special clothing or cash requirements, as well as any additional rules or procedures.
- \*To control costs, hotel room occupancy may result in your student sharing accommodations/beds.
- Please contact the Teacher-In-Charge as soon as possible if you have any special needs regarding this trip.

Teacher-In-Charge: Philip Rogers

Contact number: 410-212-0442

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM RESERVES THE RIGHT TO CANCEL A TRIP AT ANY TIME IN ORDER TO ENSURE THE SAFETY OF BOTH STUDENTS AND STAFF MEMBERS. IF SUCH A CANCELLATION OCCURS, THE SCHOOL SYSTEM IS NOT RESPONSIBLE FOR ANY FINANCIAL LOSS INCURRED BY THE PARENT. THE SCHOOL SYSTEM IS ALSO NOT RESPONSIBLE FOR ANY LOST OR STOLEN PERSONAL ITEMS.

*✂ Detach here and return to school along with your payment or OSP receipt.*

I GRANT PERMISSION FOR \_\_\_\_\_ TO GO TO New York State Night Time Showcase (Montgomery, NY)  
(PRINT Student Name)

ON September 30 - October 1. I RECOGNIZE THAT HOWARD COUNTY PUBLIC SCHOOL SYSTEM CANNOT BE HELD RESPONSIBLE FOR CONDITIONS BEYOND THEIR CONTROL.

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please detach and return this bottom portion with your payment or OSP receipt to the Teacher-In-Charge

Revised September 2022

