

# School Trip Attendance Agreement

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

Dear Parent/Guardian,

We are excited to inform you that our school is organizing a trip to **[Destination]** on **[Date]**. This trip will provide students with opportunities to learn and enjoy outside the classroom setting.

Details of the trip are as follows:

- **Departure Time:** [Time]
- **Return Time:** [Time]
- **Cost:** [Amount]
- **Transportation:** [Bus/Van details]

Please sign and return the consent form below by **[Due Date]** to confirm your child's attendance.

## Consent Form

I, the undersigned, give permission for my child, **[Child's Name]**, to attend the school trip to **[Destination]** on **[Date]**.

- Parent/Guardian Name: \_\_\_\_\_

- Signature: \_\_\_\_\_

- Date: \_\_\_\_\_

Thank you for your cooperation!

Sincerely,

[Your Name]

[Title/Position]

[School Name]

[Contact Information]