

**PART I: To Be Completed by Student**

Student Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First MI*

School \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) to be excused from classes: \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_:\_\_\_\_ To \_\_\_\_:\_\_\_\_  
*a.m./p.m. a.m./p.m.*

Reason (describe activity) \_\_\_\_\_

For transportation in connection with this activity I will: (check one)

- Use public transportation facilities  Ride in a car driven by a fellow student. Name of Driver \_\_\_\_\_  
 Drive my own or my parents'/guardians' car with no passengers.  Other (specify) \_\_\_\_\_  
 Drive my own or my parents'/guardians' car with \_\_\_\_ (number) passengers.

**PART II: To Be Completed by Principal/Designee**

The student named above may be excused to engage in the activity described above.

The activity  is  is not school-sponsored. School Staff Sponsor (if applicable) \_\_\_\_\_

The attendance will be recorded as:  Present  Absent (*other codes are also used*)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature, Principal/Designee Date*

**PART III: To Be Completed by Parent, Legal Guardian, or Eligible Student**

**Read carefully before signing.** The Board of Education of Montgomery County and its servants, agents, and employees does not insure transportation as described in PART I. The school system does carry liability insurance, which, under terms of the coverage, may apply to a school-sponsored activity. In no case would coverage be provided for activities designated as non-school-sponsored. The owner of the vehicle must carry bodily injury insurance of \$100,000 per individual or \$300,000 per accident.

I as parent (or legal guardian) of the student named above, or as eligible student, give permission for the named student to be transported in the manner described in PART I.

I as parent (or legal guardian) of the student named above, or as eligible student, give permission for the named student to participate in the above-described activity.

I release, acquit, forever discharge, and agree to and do indemnify and save harmless the Board of Education of Montgomery County and its servants, agents, and employees from any and all future liability resulting from any and all claims or causes of action which I now or may in the future have for personal injuries, damage to property, loss of services, medical expenses, and losses or damages of any and every kind whatsoever that may arise from the transportation to and from the activity described above. If this is a non-school-sponsored activity, I understand that this release also applies to participation in any non-school-sponsored activity.

**PARENT FINANCIAL RESPONSIBILITY**

The Montgomery County Public Schools (MCPS) and \_\_\_\_\_ School wish to advise parents and guardians of the potential financial responsibility they may incur in the event that the activity named above is cancelled, delayed, interrupted, or revised.

A decision may be made by the school or by MCPS, in accordance with the MCPS School Travel Policy, to cancel the trip for safety or other reasons. In the event of such a cancellation, the trip operator's cancellation policies, as well as those of the hotels, bus companies and others providing services in connection with the trip, will determine the amount of any refund to which you are entitled, if any. This will depend upon the date any cancellation occurs. As you would expect, the closer to the date of the trip that a cancellation occurs, the more likely you will receive a smaller refund due to non-refundable payments made by the trip operator to others on your behalf. Please note that, while trip operators generally will make every effort to minimize your financial exposure in the event of a cancellation, we are unable to anticipate the amount of any refund at this time should the trip be cancelled.

In addition, please be advised that, for safety or other reasons, the trip may be delayed or interrupted once it is underway. In that event, it may be necessary for students to remain away for an extended time, thereby incurring additional room and board costs. It may also be necessary to modify itineraries or other travel arrangement, thereby requiring additional transportation costs. Neither

MCPS nor \_\_\_\_\_ School will be responsible for any additional costs that may be incurred as a result of any delay, interruption or revision to the trip.

By signing below, parents and guardians acknowledge they have read this notice and accept responsibility for any loss of trip fees due to cancellation and any potential additional costs that may be incurred as a result of any delay, interruption or revision to the trip.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature, Parent, Legal Guardian, or Eligible Student Date*

## **INFORMATION REGARDING TRAVEL INSURANCE**

Although there are many travel insurance providers, the scope and cost of the coverage they provide varies widely. The one consistency, however, is that the cancellation of a school trip by school officials is not a "covered event" under travel insurance policies when the cancellation is purely precautionary. Nonetheless, travel insurance may be helpful should a trip be cancelled, delayed or interrupted due to other causes.

If group travel insurance is unavailable, impractical or inappropriate for a particular trip (e.g., only a small number of students are traveling or the cost of the trip is not substantial), parents may still wish to purchase travel insurance on their own. In such a situation, we recommend that the following statement be included in the letter to parents:

Given your potential financial responsibilities in the event of trip cancellation, delay or interruption, you may wish to consider purchasing travel insurance, which may cover costs arising from such events. The cost of such insurance and the scope of coverage will vary among companies. Please be aware that eligibility to receive cancellation benefits from an insurance company depends upon the circumstances of the trip cancellation. For example, if the school officials canceled a trip, it is most likely that this would not be considered a "covered event" unless it could be proven that cancellation was justified by independent circumstances. But, if the trip was underway and you incurred expenses for additional lodging or transportation, those might be covered. Therefore, we urge you to be sure you understand the scope of your coverage before purchasing any insurance. We do not endorse or recommend any particular insurance company and ask that you handle this on your own. If you are not familiar with companies offering travel insurance, a quick Internet search for "travel insurance" will provide you with numerous names.