

**Carlton Comprehensive Public High School – Out of School  
Parent/Guardian Consent Form** (form must be completed 2 weeks prior to the event)

- ❖ If a student cannot participate in the activity, please let the office know immediately.
- ❖ Students are responsible for all work missed during any school-sponsored activity.

Student Name \_\_\_\_\_

Activity \_\_\_\_\_ Administrative Approval \_\_\_\_\_

Teacher(s)/Staff Supervising Activity \_\_\_\_\_

Date of Departure	Time of Departure	Number of Students Participating	Number of Supervisors	List Periods Missed	Date of Return	Time of Return	Destination	Accommodation (Phone No.)	Cost to Students (Incl. Meals)

**Parent/Guardian**

I give my consent for my son/daughter to participate in the aforementioned activity (activities).

\_\_\_\_\_

Signature of Parent/Guardian

Date

**Procedures for students who are participating in any out-of-school activity** (travel required - this includes class trips during class time).

**No additional classes can be missed in the months of January or June.**

- complete this green consent form at least two weeks prior to activity
- have form signed by administration
- complete teacher leave request form if you are away for .5 day or more
- hand out two copies of the consent form to students (one for parents to keep as a record, one to return to you). It is teacher responsibility to ensure all consent forms are completed and kept for one month after the activity.
- give class list or a list of students participating and completed green form to Janet a minimum of three days prior to activity
- prior to leaving email Karen with the names of students who are not participating and she will remove the permission to be away from school. It is expected the student will attend regular classes unless parents have called in otherwise.

## Carlton Comprehensive Public High School – In School

Activity \_\_\_\_\_ Location of Activity: \_\_\_\_\_

Date of Activity \_\_\_\_\_ Periods Missing: \_\_\_\_\_

Teacher Supervision Activity: \_\_\_\_\_ Administrative Signature \_\_\_\_\_

List of Students (or attach class list)

Name of Student	Name of Student

- ❖ If a student cannot participate in the activity, please let the office know immediately.
- ❖ Students are responsible for all work missed during any school-sponsored activity.

### Co-Curricular/Extracurricular procedures

If students are participating in *inschool* activities (staying within the building, no travel required, student and you will be missing additional classes)

**No additional classes can be missed in the months of January or June.**

- complete this green consent form (students do not require a copy nor parent signature)
- have form signed by administration
- complete teacher leave request form if you require a sub
- give class list or list of students participating and green consent form to Janet a minimum of three days prior to activity
- be sure your students tell teachers what is upcoming (out of courtesy, this should have occurred 2-3 weeks prior to event)
- prior to leaving email Karen with the names of students who are not participating and she will remove the permission to be away from school. It is expected the student will attend regular classes unless parents have called in otherwise.