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Lynda S. Hernandez-Avilla  
Principal

Home of the Mighty Gecko Warriors  
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**Step 1: LETTER TO PARENTS**

Dear Parent(s)/Guardian(s) of: \_\_\_\_\_

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

Your permission is requested for your child to participate in an  ON Campus  OFF Campus field trip  
to (place) \_\_\_\_\_  
on (date) \_\_\_\_\_. Periods involved are:  1st  2nd  3rd  4th  5th  6th  7th  8th  
Objective(s) of this field trip is/are:

Field trips are a sound educational practice that allows students the opportunity to have firsthand experience, conduct observations, and to provide explanations of project(s) under study. It is usually the culmination of their classroom learning experience. An off campus field trip imposes an unusually heavy responsibility for the school. For this reason, your child will be under my supervision during the field trip.

Sincerely,

\_\_\_\_\_   
Sponsoring Teacher(s)

\_\_\_\_\_   
Approving Administrator's Signature

**Step 2: PARENTS ACKNOWLEDGEMENT AND APPROVAL**

1. No student shall be forced to attend, nor shall they be penalized for not attending the field trip.
2. Students must make arrangements with individual teachers to make up work they missed.
3. A teacher may deny a student's participation in the field trip if the student is failing, had excessive absences (7 days for the quarter), and if this is the student's 6th field trip of the quarter.
4. Please indicate if there are any restrictions that may prohibit your child's participation in the field trip.

**PARENT APPROVAL AND RELEASE**

I give my permission for my child named above to participate in this field trip. I understand the teacher will accompany and supervise the group.  
Please note: student are not allowed to use their personal vehicle or to be dropped at location.

Sincerely,

\_\_\_\_\_   
Parent/Guardian Signature

\_\_\_\_\_   
Date

**Step 3: TEACHER APPROVAL**

The above named student has contacted me at least a week in advance concerning his/her absence from my class, for the date and time stated on this permission form. My initials below indicates my awareness of the field trip and approval for the student to participate. The sponsoring teacher is to sign above and before the field trip, and then below in the Admit Slip after the field trip. The form is invalid if both "Teacher Signature" block are signed prior to the field trip. When the student is on the field trip, his/her absence from the class shall not be reported as "absent" on his/her report card. Field trips are "Extenuating Circumstances," per Board Policy 411.

APPROVED (Teacher's initials): \_\_\_\_\_ 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_ 6th \_\_\_\_\_ 7th \_\_\_\_\_ 8th

**Step 4: ADMIT SLIP**

After the field trip, students must verify if their attendance on the field trip. \_\_\_\_\_ (Name of Student)  
attended an approved field trip on \_\_\_\_\_ (date). He/She returned to campus at \_\_\_\_\_ (time).

\_\_\_\_\_   
Sponsoring Teacher Signature

John Castro  
Assistant Principal  
Special Programs ESL

Chris Castro  
Assistant Principal  
Discipline

Aggy M. C. Quinata  
Assistant Principal  
Attendance / Business

Ulric Mark  
Assistant Principal  
Curriculum

Bernidete Perez  
Administrative Officer  
Facilities

*Our purpose is to provide our students with the skills and knowledge they need to make wise decisions and be good productive citizens.*