



WAKE COUNTY PUBLIC SCHOOL SYSTEM

NON-SCHOOL SPONSORED TRIP NOTIFICATION VERIFICATION

In accordance with policy ~~5430.3~~ 3320 School Trips, ~~the~~ any employee organizing a non-school sponsored trip shall submit this completed form to ~~the appropriate school official that generally oversees field trips for each student attending the trip~~ his/her supervisor and to the principal(s) of ~~students involved in the trip~~. This documentation verifies that parents and students have been notified that the trip is not sponsored by the school system and the school system and school officials assume no responsibility or liability for the trip.

Student's Name: _____

Destination: _____

Date(s): _____

NOTIFICATION TO PARENTS/GUARDIANS

Dear Parent/Guardian:

This is to advise you that the above listed trip is not a school sponsored trip. This trip was not approved by any school officials or the board of education and is not sanctioned by Wake County Public School System.

Your signature below indicates you acknowledge this trip is not a school sponsored trip, you understand the participants are not insured under the school system policy, and Wake County Public School System assumes no responsibility for any aspect of the trip.

In advance of the trip, you must submit the proper "Request for Excused Absence for Educational Reasons" form for the principal's consideration if any school days will be missed. Students may receive an excused absence for participation in a valid educational opportunity upon the principal's prior approval. If this approval is not received, should your child miss any time from school while participating in this trip, he/she would receive an unexcused absence.

THIS IS A NON-SCHOOL SPONSORED TRIP ORGANIZED BY PRIVATE INDIVIDUALS AND/OR A PRIVATE TOUR COMPANY. WCPSS HAS NOT REVIEWED ANY DETAILS ASSOCIATED WITH THIS TRIP, SUCH AS THE ITINERARY, ROSTER OF ATTENDEES AND CHAPERONES, STANDARDS OF SUPERVISION, AND PLANS FOR STUDENT SAFETY. WCPSS NEITHER ENDORSES NOR SPONSORS THE ORGANIZATION OR ACTIVITY ASSOCIATED WITH THIS TRIP. BECAUSE THIS IS A NON-SCHOOL SPONSORED TRIP, ANY WCPSS EMPLOYEE THAT PARTICIPATES IN THIS TRIP DOES SO IN HIS OR HER INDIVIDUAL CAPACITY ONLY AND NOT ON BEHALF OF WCPSS. THE SCHOOL SYSTEM WILL NOT SUPERVISE OR OTHERWISE MONITOR ANY WCPSS EMPLOYEE OR STUDENT THAT PARTICIPATES IN THIS TRIP.



WAKE COUNTY PUBLIC SCHOOL SYSTEM

Parent/Guardian Signature

Date

Student Signature

Date

Employee Signature (*acting independently from WCPSS*)

Date

This completed form must be submitted to the employee's supervisor and the principal(s) of the students involved, in accordance with Policy ~~5430.3~~ [3320 School Trips](#).