SAMPLE LETTER TO PARENTS   
FOR A NON-SPONSORED TRIP – III.A.

Dear Mr./Ms. Smith:

It has come to my attention that your daughter/son may be participating in a privately sponsored trip scheduled for the week of \_\_\_.

Please be advised that this tour has not been approved by the Los Angeles Unified School District and is not a school-sponsored activity. Your son’s/daughter’s participation in such a tour is a private matter between your family and the tour company. Students who are absent from school during the time regular school is in session will have their attendance cards marked with an “unexcused absence” for the day(s) missed. Any chaperones who provide supervision for minors on this tour do so as private citizens, and are in no way authorized to perform such supervision as school district employees.

Neither School nor LAUSD is responsible for the education, supervision, or welfare of

your son/daughter during this trip and therefore, neither will compensate, insure or indemnify you or your son/daughter for any incident, loss of property, illness or injury that may occur during the tour.

Sincerely,

XXXXXXX

I have received and reviewed this letter and understand the consequences of and my responsibilities regarding this Unauthorized Field Trip.

Parent Name (Print) Parent Signature Student Name Date