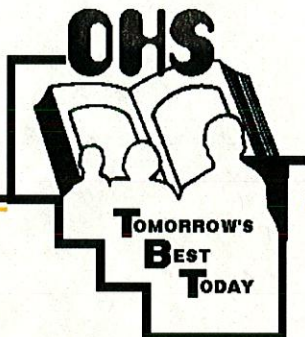


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OLDS HIGH SCHOOL

Principal: Tom Christensen
Vice Principals: Kent Lorenz
Gayleen Roelfsema

April 12, 2018

Dear Parents:

RE: ON LINE FIELD TRIP FORMS

Chinook's Edge has listened to parents about the quantity of paperwork that is required to be completed when their child(ren) are going on a field trip. The Division is in the process of implementing an on line form for field trips.

What this means for parents – parents will receive a customized email with the details of the field trip included in the email. A link will be included that will give parents access to an online form and payment option. Parents will be required to complete the medications, allergies, dietary restrictions and medical conditions sections on the form. Most of these sections are yes or no buttons. There are two forms that need your consent. These are the Field Trip Consent form and the Medication Administration and Release form. The Acknowledgement of Risk and Informed Consent is outlined for parents. Once the information has been completed, the parent submits the form and then a link to the Acorn payment system will be provided.

Forms Auto Complete – after the first time parents complete the student portion of the form, on the next field trip the form will auto complete the information. Parents will still have to complete the medications portion of each form as this may have changed since the last trip.

Lost or deleted field trip consent emails – if the email parents received is accidentally deleted, parents can contact the school office and a copy can be forwarded to them.

No home internet access – if internet access is an issue, the school can provide parents with a paper copy of the forms. The school will scan in the completed forms when they are returned by the parents.

How does the teacher or school know when parents complete the field trip forms – the teacher and school can run a report with the trip details.

I am not getting emails for field trips – please ensure that the school has your current email address.

This on line form is designed for parents to complete the process in a timely manner and not have to hand write several sets of forms throughout the school year.

If parents have any questions, please do not hesitate to contact Olds High School at 403-556-3391.

Thank you for your participation in this process.

