



FAIRFAX COUNTY  
PUBLIC SCHOOLS

11400 South Lakes Drive  
Reston, Virginia, 20191  
(703) 715-4500

March 19, 2014

Dear Parents and Students:

Thank you for participating in our trip to New York, NY. We have attached important forms that must be completed and returned during our pre-trip meeting at **7:00 PM Wednesday, March 26, 2014**, in the choir room (Room 348). (I understand obtaining signatures from your doctors for medication may require more time. Please contact me if you need an extension.)

**The following items are included in this packet:**

1. Itinerary
2. Parental Authorization and Acknowledgement of Risk
3. Luggage Search Form
4. Rules and Regulations Form
5. Inhaler Form
6. Emergency Weather Plan Acknowledgement
7. Medication & OTC Form
8. Student Information Form
9. Emergency Care Card
10. Teacher Signature Form

Notes:

1. All forms except the itinerary and this cover letter must be returned prior to the trip or the student will not be able to travel with the group.
2. No prescription medication can be administered without a doctor's signature on the Medication Form. There are no exceptions to this rule.
3. Students who use an Epi-Pen must complete *SS/SE-64: Epinephrine Authorization*.

Sincerely,

Rita Gigliotti  
Choral Director

Here is a brief explanation of the forms:

The **Itinerary** is included for your records.

**Parent Authorization and Acknowledgement of Risk** gives permission for your child to travel and participate in various events. Parents must select one of the boxes at the bottom of this form indicating their approval.

**Luggage Search** indicates that you have checked your student's luggage or you give us permission to check your student's luggage. All luggage checked by parents must be delivered by a parent to the chaperone at our check-in station. Any luggage brought to the school by a student will be subject to search by our chaperones.

**Rules and Regulations** provides guidelines of operation for the trip. All FCPS-and SLHS rules and regulations are in effect for the entire course of the trip.

The **Inhaler Form** should be completed and returned. Students should carry their inhalers with them during the trip. If you do not need the inhaler form please mark it N/A, initial, and return it with the other forms.

The **Emergency Weather Plan** describes what will happen in the event of severe weather.

**Medication Authorization & OTC Form** is required for any student who is taking prescription medication. The form requires a doctor's signature for any prescription medications that will be distributed during the trip. O-T-C medication may be administered if you have completed a NOTARIZED Over the Counter Medication release form this year. A notary will be on site at the meeting next Wednesday for those who would still like to complete this form. A doctor's signature is not required for O-T-C medication.

If you do not need the medication form please mark it N/A, initial, and return it with the other forms.

The **Student Information Form** will be shared with chaperones to ensure that all adults have accurate contact information for students and are aware of food sensitivities, inhalers and Epi-pen carriers in case of emergency.

The **Emergency Care Card** provides medical information and permission for treatment. It is important that all information on this form be up-to-date. All students must submit this form.

**Epi-Pen:** Students who use an Epi-Pen should see their director to pick up form *SS/SE-64: Epinephrine Authorization*. Students should carry their EpiPens as directed by their doctors. Parents should notify the music directors of any unusual allergies.

The **Teacher Signature** form must be completed and returned as soon as possible. This form notifies your child's teachers of the trip dates and allows our students to stay current in their other classes.