

*Colonel Zadok Magruder High School*  
**COLLEGE & CAREER INFORMATION CENTER**  
5939 Muncaster Mill Road, Rockville, MD 20855 | 240-740-5572

January 9, 2025

Dear Parent/Guardian:

The Class of 2026 is taking a field trip to the National Association for College Admission Counseling (NACAC) College Fair at the Germantown Soccerplex on Tuesday, April 8, 2025. The purpose of this trip is for the students to meet college reps and learn about opportunities available at different colleges.

- We will depart Magruder at 9:45 a.m. and return to Magruder at 12:45 p.m.
- Students should bring a bag lunch from home on the day of the field trip. Students who are not able to bring a lunch from home and need one from the cafeteria must notify me before Friday, March 21<sup>st</sup>, as the cafeteria will need two weeks' notice to prepare them.
- Students must return their signed permission form by Tuesday, April 1<sup>st</sup> in order to participate. The permission slip is attached to this letter as well as on the Magruder website (click COLLEGE/CAREER in the main menu). Additional paper copies are also available in the Career Center.
- The cost for students to attend this field trip is \$6.00. If this is a hardship for your family, please contact me.

All students are expected to be on their best behavior at all times and follow all school and facility guidelines while representing Magruder High School. Students must follow the MCPS Student's Code of Conduct, located on the MCPS website at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org).

If you have questions, please contact me at [jennifer\\_lyons@mcpsmd.org](mailto:jennifer_lyons@mcpsmd.org).

Sincerely,



Jennifer Lyons  
College & Career Information Coordinator

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9 de enero de 2025

Estimado Padre / Tutor:

La promoción de 2026 realizará una excursión a la Feria Universitaria de la Asociación Nacional de Consejería de Admisión Universitaria (NACAC) en Germantown Soccerplex el Martes 8 de abril de 2025. El propósito de este viaje es que los estudiantes conozcan a los representantes de las universidades y conozcan las oportunidades disponibles en diferentes colegios.

- Saldremos de Magruder a las 9:45 a. m. y regresaremos a Magruder a las 12:45 p. m.
- Los estudiantes deben traer una bolsa de almuerzo de casa el día de la excursión. Los estudiantes que no puedan traer su almuerzo de casa y necesiten uno de la cafetería deben notificarme antes del viernes 21 de marzo, ya que la cafetería necesitará un aviso de dos semanas para prepararlos.
- Los estudiantes deben devolver su formulario de permiso firmado antes del martes 1 de abril para poder participar. La hoja de permiso se adjunta a esta carta, así como en el sitio web de Magruder (haga clic en COLLEGE/CAREER en el menú principal). También hay copias impresas adicionales disponibles en el Career Center.
- El costo para que los estudiantes asistan a esta excursión es de \$6.00. Si esto es una dificultad para su familia, por favor contácteme.

Se espera que todos los estudiantes se comporten de la mejor manera en todo momento y sigan todas las pautas de la escuela y las instalaciones mientras representan a Magruder High School. Los estudiantes deben seguir el Código de conducta estudiantil de MCPS, ubicado en el sitio web de MCPS en [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org).

Si tiene preguntas, comuníquese conmigo a [jennifer\\_lyons@mcpsmd.org](mailto:jennifer_lyons@mcpsmd.org).

Atentamente,



Jennifer Lyons

Coordinador de información universitaria y profesional



# Parent/Guardian Approval For Trips MCPS Transportation Is Provided

Office of School Support and Improvement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 555-6  
July 2018

### PART I: To Be Completed by the Trip Sponsor.

School Col. Zadok Magruder HS - 510 Grade Level/Group 11th grade

Date(s) of Trip Tuesday, April 8, 2025 From 9:45 a.m./p.m. To 12:45 a.m./p.m.


Location of Trip (include city and state) Germantown Soccerplex

Transportation Arrangement: MCPS Bus Student Cost \$ 6.00

Purpose of Trip NACAC College Fair

School Staff Sponsor Jennifer Lyons Date 01 / 09 / 25

The student named below may be excused to engage in the above-described activity.

Signature of Principal  Date 1 / 1 / 25

### PART II: To Be Completed by Parent/Guardian, or Eligible Student

#### A. Parent/Guardian Financial Responsibility

Montgomery County Public Schools (MCPS) wants you to know about your financial responsibility for field trips.

**Cost**—Depending on the trip, the cost may include transportation, ticket or entrance fee, food, hotel, and/or a travel company's fee.

**Payment**—Payment may be made by check made out to the school, cash, or, if available, through an online payment system. However, it is recommended that you do not send cash to school with your student(s). A check returned by the bank for any reason is subject to a \$25.00 returned-check fee. Please contact the school counselor or school administrator to make alternative arrangements for payment. Scholarships, reduced fee, or modified payment schedules are available if the cost of the field trip would create a hardship for your family.

**Delay, Change, or Cancellation**—Sometimes it is necessary to postpone, change, or even cancel a trip for safety, bad weather, or other reasons. Sometimes, when a trip is cancelled, changed, or delayed, cancellation fees or other payments have been made in advance that MCPS cannot get back. For example, there may be transportation reservations, tickets that have been purchased, or fees paid to a travel agent. A refund is not always possible, but we will do our best to refund all or part of your payment.

**Additional Cost**—If a trip is delayed, interrupted, or changed once it has begun and students need to remain away from home and school longer than anticipated for safety or other reasons, there may be additional costs for such things as food, lodging, and additional or alternative transportation. If this happens, we will do our best to keep additional costs to a minimum, but you are responsible for paying these additional expenses for your child(ren).

#### B. Prescribed Medication

School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in overnight field trips if the parent/guardian has completed MCPS Form 525-13, *Authorization to Administer Prescribed Medication, Release and Indemnification Agreement*, and/or MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis, Release and Indemnification Agreement for Epinephrine Auto-Injector*.

My child will need medication administered while participating in this field trip. MCPS Form 525-13, and/or MCPS Form 525-14, has been completed (at least one week in advance of the field trip) and is on file in the Health Room at my child's school. **Note:** Prescription medication must be properly labeled by a pharmacist, medication label and authorized prescriber order must be consistent, and over-the-counter medication must be in an original container with the manufacturer's dosage label and safety seal intact. See Forms 525-13 and/or 525-14 for more details.

#### C. Information Regarding Travel Insurance

Travel insurance may help cover costs if the trip is cancelled, delayed, or interrupted, or if your child is not able to go on the trip for reasons such as an illness. The cost of travel insurance varies depending on the company and plan you choose. Be aware, however, that travel insurance companies will not cover a trip that is cancelled by the school as a precaution. Unless the school has made arrangements for group insurance that is included in the cost of the field trip, the decision on whether to purchase travel insurance is yours. If you wish to purchase travel insurance, you must make the arrangements and pay the cost.

Student Name \_\_\_\_\_ ID number: \_\_\_\_\_ Teacher Lyons

I give permission for my child to participate in the above-described activity.

Student personal cell: \_\_\_\_\_

I do NOT give permission for my child to participate in the above-described activity.

Do you need a school lunch?  yes  no

SCHOOL LUNCH MUST BE REQUESTED BY FRIDAY, MARCH 21st

I would like to volunteer to chaperone this field trip.\*

\*Please be advised that all volunteers must complete online training on the prevention, recognition, and reporting of child abuse and neglect. Volunteers for extended-day (returning after 7:00 p.m.), and overnight field trips must also undergo fingerprinting and background checks.

Parent/Guardian Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

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