

### SCHOOL EXCURSION FORM

No. (will be given by the School)

Date:

To,  
The Principal,

Dear Sir,

My Ward \_\_\_\_\_ Roll No. \_\_\_\_\_

Std. \_\_\_\_\_ Div. \_\_\_\_\_ is allowed to join the  
school excursion proposed to go to \_\_\_\_\_

I have instructed my ward to follow to all instructions given by the  
teacher in charge.

As per the circular, I remit ( Rupees \_\_\_\_\_  
\_\_\_\_\_ only) in full payment,  
in cash. Please allow my child to the excursion.

Thanking you,

Yours faithfully,

\_\_\_\_\_  
*Signature of Parent / Guardian*

#### **INITIAL OF PRINCIPAL**

Received on: \_\_\_\_\_

#### **RECEIPT**

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ Only.)

from \_\_\_\_\_ on account of contribution

towards excursion to \_\_\_\_\_ on \_\_\_\_\_

Date \_\_\_\_\_

(Excursion in charge)

***If there is any change in address and Telephone Number during academic year, the parent / guardian is requested to fill in the following.***

From	To
Residence	Residence
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Telephone No. _____	Telephone No. _____

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_