Dear Parent,

On date we will take a trip to College/University. We will leave school at departure time and are expected to return to school at about (return time). We can't guarantee our arrival time, so please be aware that it might change.

Students will call when we are near campus to arrange for pick up. Please make pick up arrangements for your child. Please be aware of the following:

* It will be hot/cold so make sure your child has any needed items, such as, hat, sunscreen, or jacket.
* Please make sure your child follows the school dress code and is dressed in casual and comfortable clothing with comfortable walking shoes.
* Lunch will be provided. Your child may bring snacks and a water bottle.
* Address anything that students need to bring or leave behind – e.g., please bring only a small bag with daily essen- tials, no heavy backpacks as there will not be room on the bus, and we will be walking. Or, students must bring the Launch Guide (for seniors), writing utensil, water bottle, and snacks for the bus.

Please feel free to call if you have any questions or concerns. We are looking forward to a successful trip and appreciate your support and cooperation.

Thank you,

GEAR UP Coach

# Parent Letter: Trip Details (Spanish)

[Insert School Letterhead]

Purpose: provide parents trip details for the college visit. Dear Parent,

El día Date, llevaremos a un grupo de estudiantes a visitar el campus de [University / College]. Saldremos de la escuela a las Departure Time y se espera que regresemos a la escuela aproximadamente a las [Return Time]. No podemos garantizar esta hora de llegada, así que tenga en cuenta que podría variar. Los estudiantes les llamarán por teléfono cuando estemos cerca para hacer arreglos para que los recojan. Favor de hacer los arreglos necesarios. Tenga en cuenta lo sigui- ente:

* Hará frío/calor, así que asegúrese de que su hijo tenga los artículos necesarios, tales como sombrero, protector solar o chaqueta.
* Por favor asegúrese de que su hijo siga el código de vestimenta de la escuela y que esté vestido con ropa informal y cómoda con zapatos cómodos para caminar.
* Se proporcionará el almuerzo. Su hijo puede traer bocadillos y una botella de agua.
* Address anything that students need to bring or leave behind – e.g., please bring only a small bag with daily essen¬- tials, no heavy backpacks as there will not be room on the bus, and we will be walking. Or, students must bring the Launch Guide (for seniors), writing utensil, water bottle, and snacks for the bus.

No dude en comunicarse si tiene alguna pregunta o inquietud. Esperamos poder tener un paseo exitoso y agradecemos su apoyo y cooperación.

Gracias,

Entrenador GEAR UP