



# ST. BRIGID'S

PRESENTATION SECONDARY SCHOOL

## SCHOOL TOURS POLICY

**ST. BRIGID'S**

**PRESENTATION SECONDARY SCHOOL**

**KILLARNEY**

*This policy is based on the school's mission to provide each student with "an education for life and living, which is realistic and challenging" and thus provide them with skills for life-long learning. It has been drawn up in conjunction with students, parents and staff.*

<b>Reviewed</b>	<b>Ratified by B.O.M.</b>	<b>Next Review</b>
February 2019	25 <sup>th</sup> February 2019	Academic Year 2019/2020

## **Introduction**

To reflect a world which is developing and changing, current educational philosophy recommends that students have first-hand experience wherever possible. School tours and trips allow learning to extend beyond the walls of the classroom and, as such, are an integral part of a balanced educational process. School tours and trips require good preparation and organisation to optimise the learning experience for students.

The Board of Management of St. Brigid's Presentation Secondary School supports and encourages school tours. School tours support the school's mission of striving "to be a centre of growth and development". The Board of Management concurs with Department of Education and Skills guidelines which state that

*"The objective of educational tours for schools should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in school activities alone"*

*(DES Circular M20/04)*

## **Rationale**

It is school policy to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal. The school recognises the benefits of outings to complement normal school work, for educational or sporting purposes.

Some trips are demanded by the particular curriculum subject, such as field trips. Other outings and trips are additional to the curriculum and are not deemed a core activity, though they deepen the student's knowledge and understanding of the cultural, social and physical aspects of the areas or countries visited. Student tours to develop linguistic skills are a good example of the latter.

## **Criteria**

The lengths of trips may vary from a short local visit to a foreign tour involving staying away for several days. School trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal, may be refused permission to participate in a school outing. The Principal reserves the right to disallow a student from participation in a school trip if, in his/her opinion, the health and/or safety of the student, or other students or staff, is at risk.

All school rules and all school policies apply while on school trips. In particular, parents and students should be aware that permission to travel on a school related activity is conditional on strict adherence to the school's Code of Behaviour. All students selected for sports teams and who travel as part of a class group represent St. Brigid's Presentation Secondary School. The highest standards of behaviour and conduct are expected as a matter of course. Students and parents/guardians shall be acquainted in advance of the tour with rules, regulations and special requirements of that tour e.g. clothing, equipment, sunscreen, mobile phones, etc.

## **PARTICIPATION**

Participation in extra-curricular activities and outings is subject to staff approval. Repeated misbehaviour, or incidents of serious misbehaviour, will be causes for exclusion.

School tours are organised on the school's own initiative. As they are not part of the curriculum, participation is always voluntary for students and, therefore, a history of misbehaviour or lack of co-operation, or one-off significant incident, may cause the school to decline an application for a place on the tour - application does not mean that a student can simply claim a right to participate in the tour. (See School Code of Behaviour).

Only students currently enrolled in St. Brigid's Presentation Secondary School are eligible for consideration for participation in school tours and trips.

## **PROCEDURES**

### **DAY TRIPS**

Permission for day trips should be sought from the Principal. Teaching staff are asked to allow adequate time between making a submission of a proposal and the date of the proposed trip. Insofar as possible, a full schedule of events should be known and approved at the beginning of the school year in which they are to take place. In granting approval for a school trip, consideration will be given to:

- Conformity with the criteria in circular letter M20/04.
- The number of other proposed events to take place during the course of the year.
- The timing of the event and its effect on other school activities
- Its implication for the normal teaching routine of the school
- The suitability of travel arrangements.

In general, written permission is required from a parent/guardian of a student before she may go on a trip. Students intent on participating in a school trip must use the transport organised by the school and must return home on the aforementioned transport. On occasion, and only with prior written permission from a parent/guardian, and agreement with the organising teacher, a student may make other transport arrangements. It is understood that students who play as part of a team representing St. Brigid's have on-going parental permission to travel to all away matches, and that TY students have permission to attend TY trips.

While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at the school, the school cannot guarantee such times; for example, where circumstances arise which are outside the control of the staff involved.

### **OVERNIGHT TOURS**

The approval of any school tour must be sought and obtained from the Board of Management. (**Appendix 1 Letter to Board of Management**). In granting approval, consideration will be given to:

- Conformity with the criteria in circular letter M20/04.
- The number of other proposed events taking place during the course of the year.
- The timing of the event and its effect on other school activities.
- It's implications for the normal teaching routine of the school.
- The suitability of travel and accommodation arrangements.

Once the Board of Management has been apprised of all the details of a tour and has given its approval, then the tour leader is fully empowered to proceed with the tour.

### **TOUR TEAM (SCHOOL TOURS ONLY)**

- A tour team, led by the tour leader, will be put in place as soon as possible. It is recognised that the organisation of, or participation in any school tour is voluntary, on the part of teachers.
- Teaching and SNA staff will be informed of the planned tour and invited to indicate to the tour leader if they are interested in being a member of the tour team that will accompany the students. All members of the team will be expected to share the work load beforehand where necessary and during the trip. The tour leader together with the Principal and /or Deputy Principal will decide on the team composition to meet the needs of the students involved.
- The tour leader will meet the full Tour Team at the outset so as to discuss the tour, duties and responsibilities.

### **SUPERVISION OF TOURS AND TRIPS**

The number of staff which accompanies a group will be influenced by a number of factors including;

- The number of students travelling
- The age and maturity of the students.
- The location of the trip.
- The availability of alternative adult supervision e.g. Special Needs Assistants.
- Additional supervision which may be provided at the trip destination.
- If the group will be dividing into smaller groups, each requiring supervision.
- The type of transport used
- The activities to be engaged in.

Certain tours/trips may facilitate shopping or recreation which may not be directly supervised. This situation will usually be indicated on the permission slip, itinerary or information letter sent to parents/guardians. The school expects that all students travelling on a tour/trip will display a level of maturity commensurate with their age.

Students on tours which involve an overnight stay in Ireland or abroad will not be supervised on a 24-hour basis, and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inappropriate should not permit their daughter to take part in such trips.

### **RULES AND REGULATIONS FOR SCHOOL TOURS AND TRIPS**

Students and parents/guardians shall be acquainted in advance of the school's Code of Behaviour, tour/trip rules, regulations and any special requirements of that tour. Parents/guardians shall be given an outline of the purpose, itinerary, dates and costs of the tour/trip before a deposit is sought. **(Appendix 2 Expression of Interest)**. Each student and her parent(s)/guardian(s) shall be given a form outlining the rules, regulations and special requirements and they shall be required to sign that (i) they understand the rules and (ii) they are willing to abide by them at all times. **(Appendix 3 Parental Consent and Contract of Behaviour)**.

The inclusion of particular students in a school tour/trip shall be at the discretion of the school authorities. Students who have been suspended are prohibited from participating in the next relevant school tour or

school trips (which are not mandatory components of a programme of study), nor are they permitted to represent the school.

The Board of Management specifically wishes to draw attention to the following:

- Students must obey members of staff/external instructors/supervisors at all times and be courteous, friendly and co-operative.
- Students must stay with the tour group and are expected to be punctual.
- In cases where students are provided with the opportunity to go shopping, or to participate in another unsupervised activity, must do so in groups of two or more.
- St. Brigid's Presentation Secondary School reserve the right to remove mobile phones and/or other electronic devices at any time during the tour or trip. These may be returned to the student after a period of time or returned to parents/guardians at the end of the trip.
- Students must not purchase or use alcohol, tobacco or non-medically prescribed drugs/ products.
- The Board of Management requires parent(s)/guardian(s) to guarantee that when their daughter comes to the school to assemble for the start of a school tour, she does so free of alcohol, tobacco and illegal substances either on her person or in her luggage.
- Students must bring and wear modest, weather-appropriate clothing and comfortable walking shoes. Tour leaders reserve the right to request students to change their outfits to more suitable attire.
- Students are not permitted to have piercings or tattoos applied whilst on tours or trips.
- Recording, videoing or photographing staff/students without their permission is an invasion of privacy and is strictly prohibited (see Code of Behaviour).
- Downloading/distribution/possession of indecent or degrading material is strictly prohibited and, if done, will incur serious sanctions.
- Students are responsible for their own belongings for the duration of the trip/tour. The school does not take responsibility for loss/damage to personal items. Therefore, students are advised to leave items of value at home, unless they are required for the student's safety, or for the purpose of the trip.
- In the case of overnight trips:
  - The tour leader reserves the right to assign bedrooms.
  - Students must not give the name of the hotel, their room numbers or mobile phone number to anyone.
  - Students must not enter another guest's hotel room or allow anybody into their room.
  - Once the group has retired at night, no student has permission to be in another student's room, on the corridors (unless it is necessary to do so to use the bathroom) or in any other area of the premises.
  - In addition to the Code of Behaviour and school tour/trip rules, students must adhere to the law of the country which they visit. In the event of a breach of this, due process of law will follow.
- It is the responsibility of parents/guardians in conjunction with students, to ensure that all documents necessary for travel abroad e.g. passports, identity cards, are up to date and in order. The School will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result. Students on tours within the European Union shall be required to have a completed EHIC form and a valid passport.
- If there is a suspicion that contraband is present, St. Brigid's Presentation Secondary School reserves the right to search students' bags/rooms at any time and to remove the item(s) of concern.
- A student may be sent home, at her parents' expense, if the conduct of the student warrants it.

## **COSTS AND ACCOUNTABILITY FOR FINANCES.**

Trips and tours occur in addition to the normal academic and extra-curricular programmes of the school. There is normally an additional charge.

Students who withdraw from a tour/trip after a deposit, or full monies have been paid, will not be entitled to a refund. Similarly, a student who is prevented from travelling for disciplinary, or safety reasons, will not be entitled to a refund.

The overall cost of a school tour/trip will be agreed in advance and will take into account the ability of students and their parents to pay.

The income and expenditure of funds associated with the tour/trip will conform fully to the accounting practices of the school. A full account of income and expenditure is reported to the Principal and to the Board of Management.

## **HEALTH AND SAFETY**

Health and safety of students and supervisors are priorities when organising and taking a school trip/tour. Teachers taking any tour/trip will exercise due care, common sense and judgement when issues of health and safety arise.

Parent(s)/guardian(s) will be requested to inform the tour/trip leader in writing of any special needs, medical needs or medication required by their daughter while on the tour/trip. The tour leader may request a subsequent meeting with the parent(s)/guardian(s). School management reserve the right to request a fitness-to-travel certificate and clear guidelines on how to proceed in the event of an episode/seizure/reaction/incident from a medical practitioner, where a medical condition has been notified to the school.

Parent(s)/guardian(s) will be required to sign a consent form which will allow medical advice to be followed in the event of injury/illness and where it is not possible to contact them in the time available.

In case of an accident, staff will normally apply basic first aid only. Expert medical attention will be sought should this be deemed necessary and best practice will be followed. Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform the office of events. Parents will be contacted as soon as possible by the tour leader, as well as the school. The Board has full confidence in staff and their decisions.

The teacher planning the outing will ensure that the bus company being used is approved by school management.

Please note that many insurance policies include the following or similar sentences:

*We do not provide any cover for:*

- *Psychological conditions such as stress, anxiety, depression, eating disorders or mental instability.*
- *Claims caused by an existing medical condition of a non-travelling close relative or a close business associate, or any recognised complication caused by the existing medical condition.*
- *Any circumstances that are not specified in your policies.*

For this reason, parents/guardians are asked to be mindful of their daughter's emotional wellbeing prior to providing consent to go on a school trip/tour.

Where a student routinely has access to a Special Needs Assistant, the parents/guardian(s) of the student are required to make an appointment with the tour leader prior to the deposit being paid. The purpose of this meeting is to ensure that parents are clear on the activities which will be engaged in during the tour, and that the student is physically/emotionally able for same, given that the nature of any tour means that the student's daily routine, including sleep patterns, will be disrupted. At this stage, the parents may decide that their daughter would not be able for the trip. Where possible, the school will endeavour to facilitate the

student's needs during the tour/trip. However, as participation in a school tour/trip is voluntary on the part of staff, this may not be possible as the additional staff required to support the student may not be available to travel due to family/personal commitments.

### **CONTACT INFORMATION**

Parent(s)/guardian(s) will be required to give details of phone numbers for contact in the event of an emergency on a twenty-four-hour basis for the duration of the tour.

The tour leader must ensure that she/he has a copy of the complete contact information and that a copy is left available in the school during the tour for use in the event of an emergency. This should include:

- a listing of all of those taking part together with home contact details.
- the itinerary to be followed and contact details.
- a contact telephone number for the tour leader.

**(Appendix 4 Contact Information)**

### **NOTICE TO PARENTS.**

Parents of students eligible to participate in a tour/trip are given adequate notice outlining:

- The objectives of the tour/trip.
- The itinerary and duration of the tour/trip.
- The costs involved and method of payment.
- The Code of Behaviour which applies to the tour/trip.
- Parents are made aware of their duty to inform the school of any relevant Health or Safety issues which might affect their daughter.
- Parents will submit all relevant contact and medical information to the school prior to the trip.

**(Appendix 5 Contact and Medical Information).**

The signed permission of parents is an essential pre-requisite for the participation of their daughter in any school tour/trip.

### **INSURANCE AND INDEMNITY**

The school's insurance policy covers students and teachers whilst they are participating in school approved activities; however, certain activities (as described in the policy document) are excluded from this. Parents/Guardians may request to see the list of exclusions.

Parents/guardians are encouraged to take out Pupil Personal Accident Insurance cover for their daughters. This is facilitated by the school at the start of each academic year.

When travelling to providers of physical activities, the tour leader will ensure to use only facilities/centres approved by the relevant governing bodies and which can provide their own personal injury and accident insurance.

In the case of school tours outside the island of Ireland, the Board of Management will ensure that the leader of the tour is happy that appropriate travel insurance has been taken out to cover those embarking on the tour, and that the individual students and teachers involved take out their own travel insurance if necessary.

Tours to Europe with bonded tour companies have their own insurance to cover personal injury and accident.

### **TRAVEL DOCUMENTS**

It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad e.g. passports, identity cards are up to date and in order. The School will not take responsibility for a student whose personal documentation is not in order, and who is prevented from travelling abroad as a result. Students on tours within the European Union shall be required to have a completed EHIC form and a valid passport.

### **EMERGENCY PROCEDURES**

In the event of a serious incident/accident, as many members of staff as is possible/practical in the circumstances will come together; agree on an outline of the details of the incident/accident and, taking into account all the facts as they are known at that time, will decide on a course of action. The details and the decision(s) taken will be put in writing as close to the event as is reasonable. The Board accepts that in cases where there is lack of consensus over the course of action, the tour leader (where available) has the final decision.

If it becomes necessary for the tour leader, or any member of staff accompanying the tour/trip, to question a student about a potentially serious matter, she/he must ensure that there is another adult present on the occasion of the interview. In addition to the Code of Behaviour, students must adhere to the law of the country which they visit. In the event of a breach of this, due process of law will follow.

The tour/trip leader will be in possession of a sum of money, (amount to be decided by the Board), which may be used in the event of an emergency.

### **REPORTING BACK TO PRINCIPAL AND BOARD OF MANAGEMENT.**

In the event of any difficulties arising during the course of the trip/tour, the leader will submit an evaluation form to the Principal and the Board of Management outlining the difficulties which arose and recommendations for further tours/trips.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chairperson  
Board of Management**

**Appendix 1**

**Board of Management,  
St. Brigid's Presentation Secondary School,  
New St.,  
Killarney.**

**Date:** \_\_\_\_\_

**Proposed Tour Destination to** \_\_\_\_\_

**Dear Board of Management Member,**

It is proposed to run a school tour to \_\_\_\_\_ (place name) from \_\_\_\_\_ to \_\_\_\_\_.

The tour is designed to enhance the curriculum and offer students an enjoyable and memorable learning experience. We also hope that it will have a lasting and positive impact on the students' personal and social development.

Furthermore, it is important for the profile of the school that such beneficial trips are available to the students of St. Brigid's.

It is envisaged that up to \_\_\_\_\_ students may be interested in this trip and this would require a contingent of \_\_\_\_\_ teachers/staff.

The proposed dates have been chosen because \_\_\_\_\_.

Your approval is required for this trip to go ahead and to commence the organisation of same.

If you have any queries in regard to the above, do not hesitate to contact the undersigned.

Signed: \_\_\_\_\_  
**Tour Leader**

\_\_\_\_\_  
**Tour Co-ordinator**

## Appendix 2

### Expression of Interest Letter Template

Date \_\_\_\_\_

RE: \_\_\_\_\_

Dear Parent(s)/Guardian(s),

It is envisaged to take \_\_\_\_\_ (year group)/\_\_\_\_\_ (Subject group) students 20\_\_\_/20\_\_\_ to \_\_\_\_\_ (name of destination). The maximum number of places available is \_\_\_\_\_. In the event of an oversubscription the names of interested students will be drawn from a lottery.

The purpose of this school tour is to enhance the cultural aspect of \_\_\_\_\_ (subject). Preliminary estimates for the cost of this trip are of the order of \_\_\_\_\_. This sum includes the cost of flights, accommodation, meals and general itinerary items. It is proposed to have the trip in \_\_\_\_\_ (month).

The cost of the trip will be collected in \_\_\_\_\_ instalments. It is proposed to use \_\_\_\_\_ (company name) as the tour operator. Please note that all payments for the tour must be through either cheque or postal order made payable to \_\_\_\_\_ (company name). Unfortunately, due to aviation authority regulations cash payments cannot be accepted. Whilst the school recognises that this may be an inconvenience to parents/guardians compliance ensures that the trip is covered by the bond held by the tour operator with the Commission for Aviation Regulation if, for any reason, the operator ceases to trade

Before this trip can be organised, priced and booked, the school requires the number of students who will be going.

Parents/Guardians are asked to refer to the School Tours Policy available on [www.stbrigidskillarney.ie](http://www.stbrigidskillarney.ie) prior to consenting to their daughter's participation. Also please note that where a student routinely has access to a Special Needs Assistant the parent(s)/guardian(s) of the student are required to make an appointment with the tour leader prior to the deposit being paid. The purpose of this meeting is to ensure that parents are clear on the activities which will be engaged with during the tour, and that the student is physically/emotionally able for same, given that the nature of any tour means that the student's daily routine including sleep patterns will be disrupted.

Please answer the following question and return to the school as soon as possible.

Yours sincerely,

\_\_\_\_\_

\_\_\_\_\_  
Róisín Moore  
Principal

**Tour Leader**

**Foreign Trip Questionnaire**

1: Are you in favour of allowing your daughter \_\_\_\_\_ (Daughter's Name) travel on this school trip?

Yes  No

Signed: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

## Appendix 3

### Parental Consent and Contract of Behaviour

I/We the parent(s)/guardian(s) of \_\_\_\_\_, a student in St Brigid's Secondary School Killarney, agree that she may go on the school tour to \_\_\_\_\_ with \_\_\_\_\_ (Tour Leader). I/We further accept that she will abide by the terms of the School's Code of Behaviour and the School's Policy on School Tours and as outlined below:

- Students must obey members of staff/external instructors/supervisors at all times and be courteous friendly and co-operative.
- Students must stay with the tour group and are expected to be punctual.
- Students must not purchase or use alcohol, tobacco or non-medically prescribed drugs/ products.
- The Board of Management requires parent(s)/guardian(s) to guarantee that when their daughter comes to the school to assemble for the start of a school tour, she does so free of alcohol, tobacco and illegal substances either on her person or in her luggage.
- Students must bring and wear modest, weather-appropriate clothing and comfortable walking shoes. Tour leaders reserve the right to request students to change their outfits to more suitable attire.
- Students are not permitted to have piercings or tattoos applied whilst on tours or trips.
- Recording, videoing or photographing staff/students without their permission is an invasion of privacy and is strictly prohibited (see Code of Behaviour). St. Brigid's Presentation Secondary School reserves the right to remove mobile phones and/or other electronic devices at any time during the tour or trip. These may be returned to the students after a period of time or returned to parents/guardians at the end of the trip.
- Downloading/distribution/possession of indecent or degrading material is strictly prohibited and, if done, will incur serious sanctions.
- In the case of overnight trips:
  - The tour leader reserves the right to assign bedrooms.
  - Students must not give the name of the hotel, their room numbers or mobile phone number to anyone.
  - Students must not enter another guest's hotel room or allow anybody into their room.
  - Once the group has retired at night, no student has permission to be in another student's room, on the corridors or in any other area of the premises.

- In addition to the Code of Behaviour and school tour/trip rules, students must adhere to the laws of the country which they visit. In the event of a breach of this, due process of law will follow.
- It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad e.g. passports, identity cards are up to date and in order. The School will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result. Students on tours within the European Union shall be required to have a completed EHIC form and a valid passport.
- If there is a suspicion that contraband is present St. Brigid's Presentation Secondary School reserves the right to search students' bags/rooms at any time and to remove the item(s) of concern.
- A student may be sent home, at her parents' expense, if the conduct of the student warrants it.
- Where a student routinely has access to a Special Needs Assistant the parents/guardian(s) of the student are required to make an appointment with the tour leader prior to the deposit being paid. The purpose of this meeting is to ensure that parents are clear on the activities which will be engaged with during the tour and that the student is physically/emotionally able for same given that the nature of any tour means that the student's daily routine including sleep patterns will be disrupted.
- I/We give permission to the Tour Leader to take any necessary decisions for the medical treatment of my/our daughter.
- I/We have read and understood the School Tours Policy available on [www.stbrigidskillarney.ie](http://www.stbrigidskillarney.ie)
- By signing this document we agree to all of the above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Student**

**Appendix 4**

**School Tour to \_\_\_\_\_**

Contact Information

Tour Leader: \_\_\_\_\_

Tour Leader Contact Information: \_\_\_\_\_

Accompanying Staff:

Contact Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of students participating \_\_\_\_\_

Copies of all students Contact and Medical Information Attached YES/NO

Copy of full itinerary attached YES/NO

## Appendix 5

### Contact and Medical Information

Re: School Tour to \_\_\_\_\_

Name (as on passport): \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Parent/Guardian 1

Name: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Mobile Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Parent/Guardian 2

Name: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Mobile Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student's Mobile Number: \_\_\_\_\_

(In case the need arises to contact the student directly during the tour)

GP's Name: \_\_\_\_\_

GP's Address: \_\_\_\_\_

GP's Phone Number: \_\_\_\_\_

Are there any medical details (e.g. conditions/allergies/medication etc.) relating to your daughter of which the school should be aware? (Tick as appropriate)

Yes

No

If yes, please include all details

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**Appendix 6**

<b>OUTINGS REPORT FORM</b>
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Date of Outing/Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Class/Group Travelling: \_\_\_\_\_

Accompanied by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. We have concerns regarding the following:

2. We request that the following students be interviewed:

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

