



For ASCIP K-8, K-12 and Charter School Members

RE: ASCIP – K-12 Waiver/Assumption of Risk Forms & Recommendations

The following forms are attached:

- 1) Parent's or Guardian's Permission for Student Participation in (District) Sponsored Voluntary Field Trip/Excursion and Assumption of Risk.
- 2) Parent's or Guardian's Permission for Student Participation in (District) Sponsored Voluntary Field Trip/Excursion Medical Treatment Authorization.
- 3) Parent's or Guardian's Permission for Student Participation in Extracurricular/Athletic Activity, Assumption of Risk, and Hold Harmless, Indemnity and Release of Liability.
- 4) Parent's or Guardian's Permission for Student Participation in Extracurricular/Athletic Activity Medical Treatment Authorization.

Recommendations:

- The Field Trip/Excursion Permission Form and the Field Trip/Excursion Medical Treatment Authorization Form (Forms 1 & 2) should be kept separate. Likewise, the Extracurricular/Athletic Activity Permission Form and the Extracurricular/Athletic Activity Medical Treatment Authorization Form (Forms 3 & 4) should also be kept separate. Separate forms are recommended to avoid any ambiguity or misunderstanding about the purpose of the form and what each parent/guardian is signing.
- Forms 1 & 2 pertaining to field trips/excursions should be used for field trips such as going to the pumpkin patch or a concert at a local college. Both forms should be completed before a student participates.
- Forms 3 & 4 pertaining to extracurricular/athletic activities should be used for a student's participation in sports teams, and other extracurricular activities, such as Varsity or JV soccer or band activities. Both forms should be completed before a student participates.
- Your District should designate a District Department (e.g. Risk Management), and someone within that Department, to be responsible for collecting the forms from teachers and/or coaches and safekeeping the forms. Once a parent/guardian

signs the two forms, these forms should be collected and kept for safekeeping in one central location.

- For example, the District may wish to designate one person from each school as the liaison between the school and the District for this purpose. Once a teacher or coach receives the completed forms, the teacher or coach could provide the completed forms to the school's liaison, who in turn could give the forms to the designee of the District.
- The District should notify District teachers and/or personnel that the selected Department, and the person within that Department, has been designated to collect and retain these forms.
 - At your particular school, teachers and coaches can be notified of the school liaison and his or her responsibility.
- After the forms have been collected by the designated Department and person within that Department, the original forms should be kept for a minimum of five (5) years. Thereafter, the forms should be scanned into the computer system and kept in one central folder for safekeeping for a minimum of another five (5) years. Because injuries may arise years later (e.g. Chronic Traumatic Encephalopathy) and claimants may attempt to assert claims after years have passed, we are recommending retention for a 10 year period.

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