



6th Grade

Field Trip Permission Slip



Directions

Choose a place where you would like to go for a field trip.

It must be within 60 miles of PHJH

Questions to Think About

- WHERE you are going?
- WHY you need to go there?
- What are you planning on learning from this field trip?
- What is the DATE of the field trip?
- What TIME will you be leaving and returning?



Sample Draft

Permission Slip

May 29, 2019

Dear Parent or Guardian:

Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher. Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher.

Ms. Bright

6th Grade ELA Teacher

Prairie Hills Junior High

Child's Name: _____

I give my child permission to attend the field trip to name of location on date of field trip.

Parent Signature:

Parent Contact (phone or email):

Accessing Document

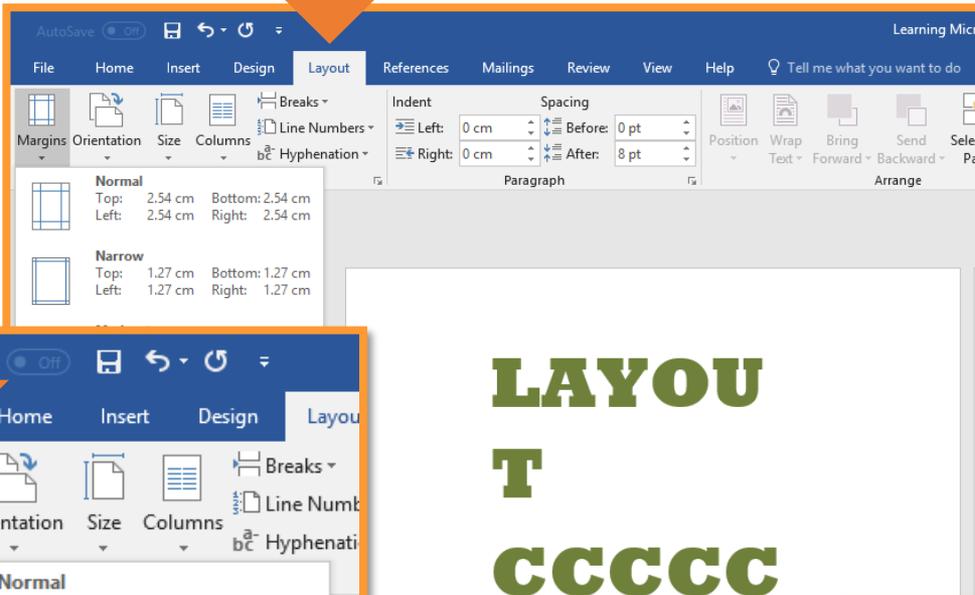
The screenshot shows a Microsoft Teams interface. At the top, there are navigation tabs: 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. The 'Assignments' tab is selected and highlighted with an orange arrow pointing to it. Below the tabs, there is a 'Back' button on the left and a 'Turn in' button on the right. The main content area is titled 'Field Trip Permission Slip'. To the right of the title, there are details: 'Due Date: Thu May 30, 2019 at 11:59 PM' and 'Points: 50 points possible'. Below this, there are sections for 'Instructions' (Use the direction booklet to help you.), 'Reference materials' (None), and 'My work'. In the 'My work' section, a document titled 'Field Trip Permission Slip.docx' is listed. A context menu is open over this document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. An orange arrow points to the 'Open in Word' option. Another orange arrow points to the three-dot menu icon next to the document name.

1. Sign in to Microsoft Teams
2. Login: sld#@phsd144.net
District Password
3. Click on ASSIGNMENTS
4. Click on FIELD TRIP PERMISSION SLIP
5. Click on next to document in MY WORK
6. Select OPEN IN WORD.

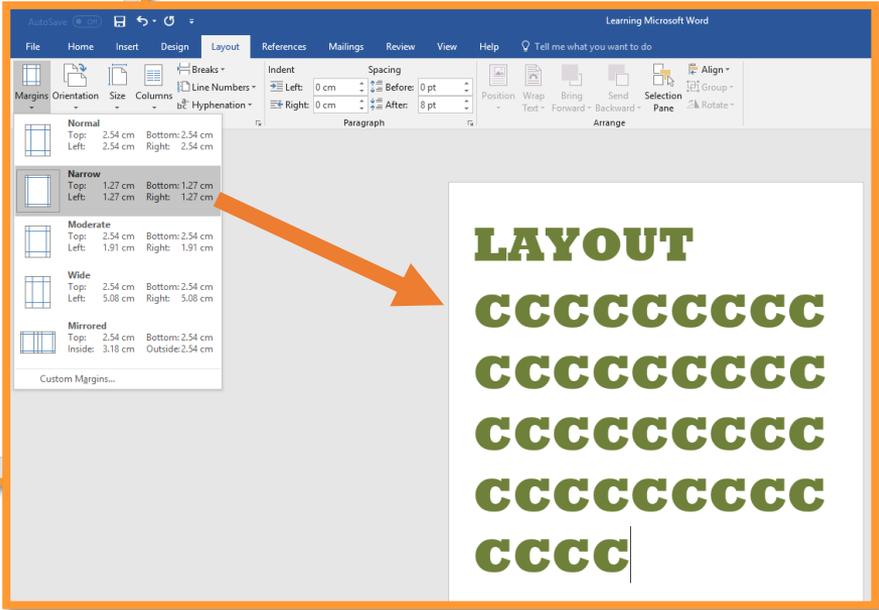
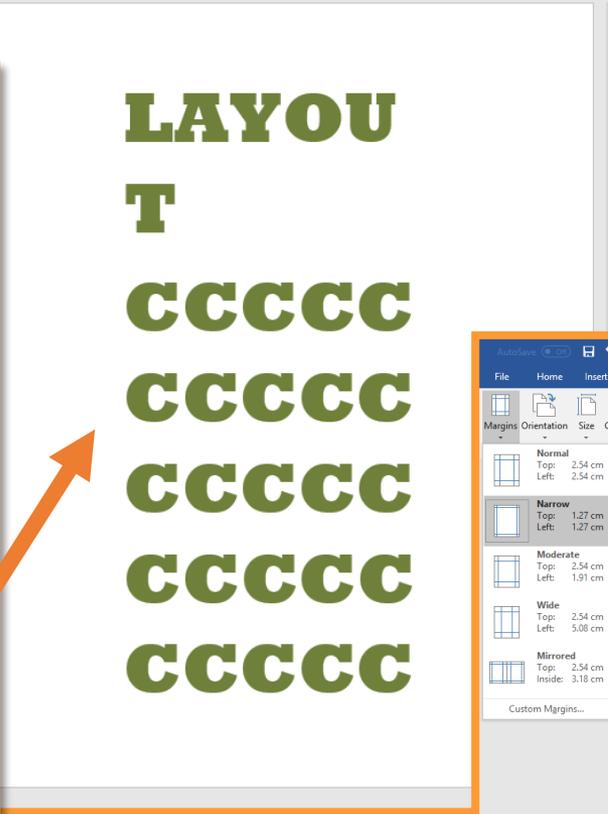
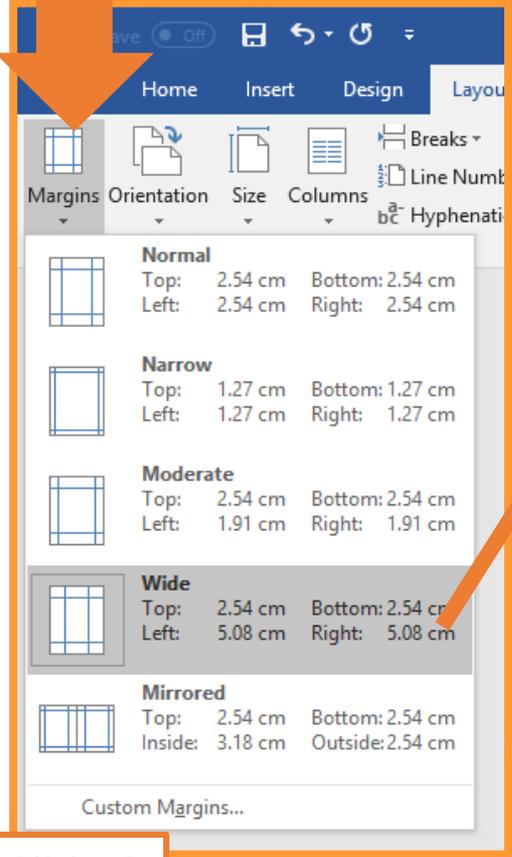


Set Up Document Layout

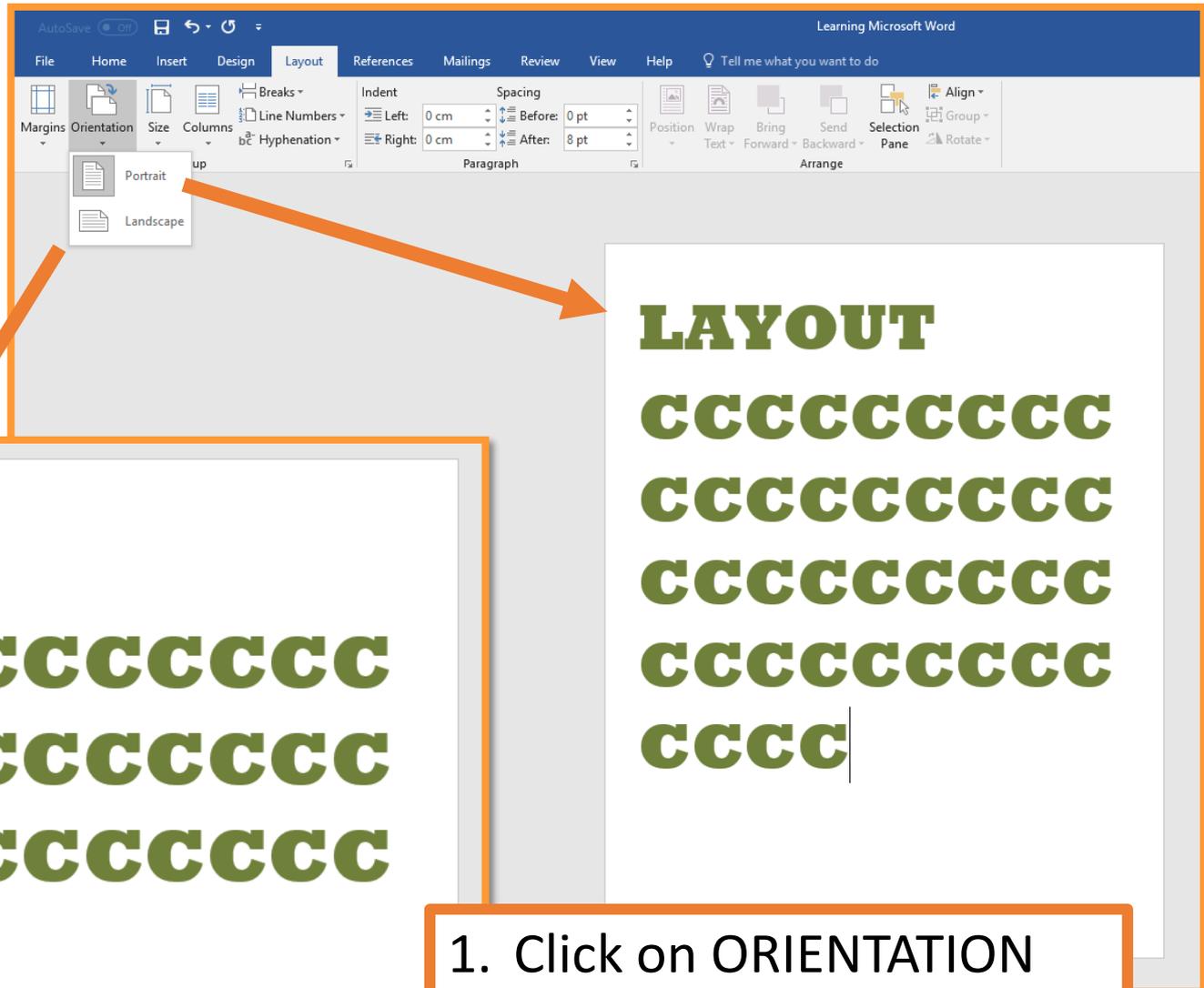
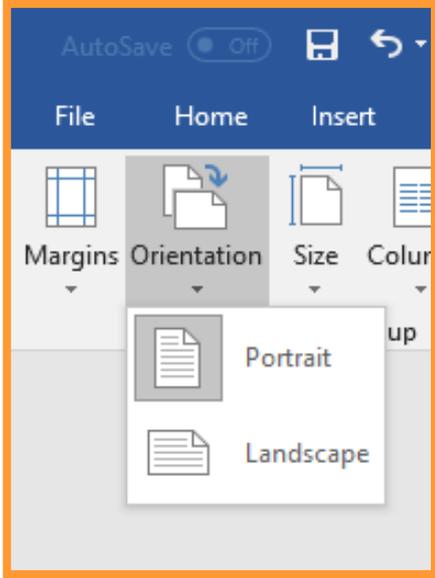
MARGINS



1. Click on LAYOUT
2. Click on MARGINS
3. Select NARROW



PAGE ORIENTATION

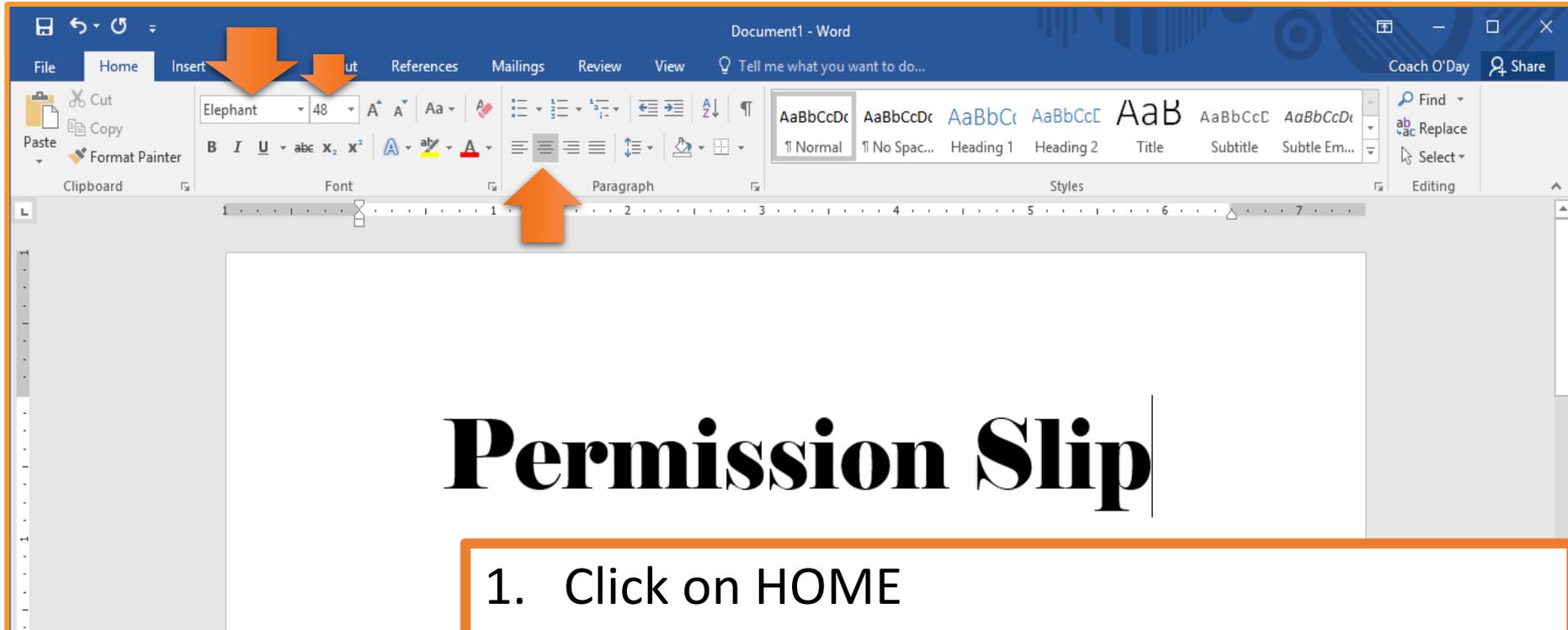


1. Click on ORIENTATION
2. Select PORTRAIT



Formatting Document

DOCUMENT TITLE



Permission Slip

1. Click on HOME
2. Change font to ELEPHANT
3. Change font size to 48pt
4. Change alignment to CENTER
5. Type the title PERMISSION SLIP
6. Hit ENTER once.

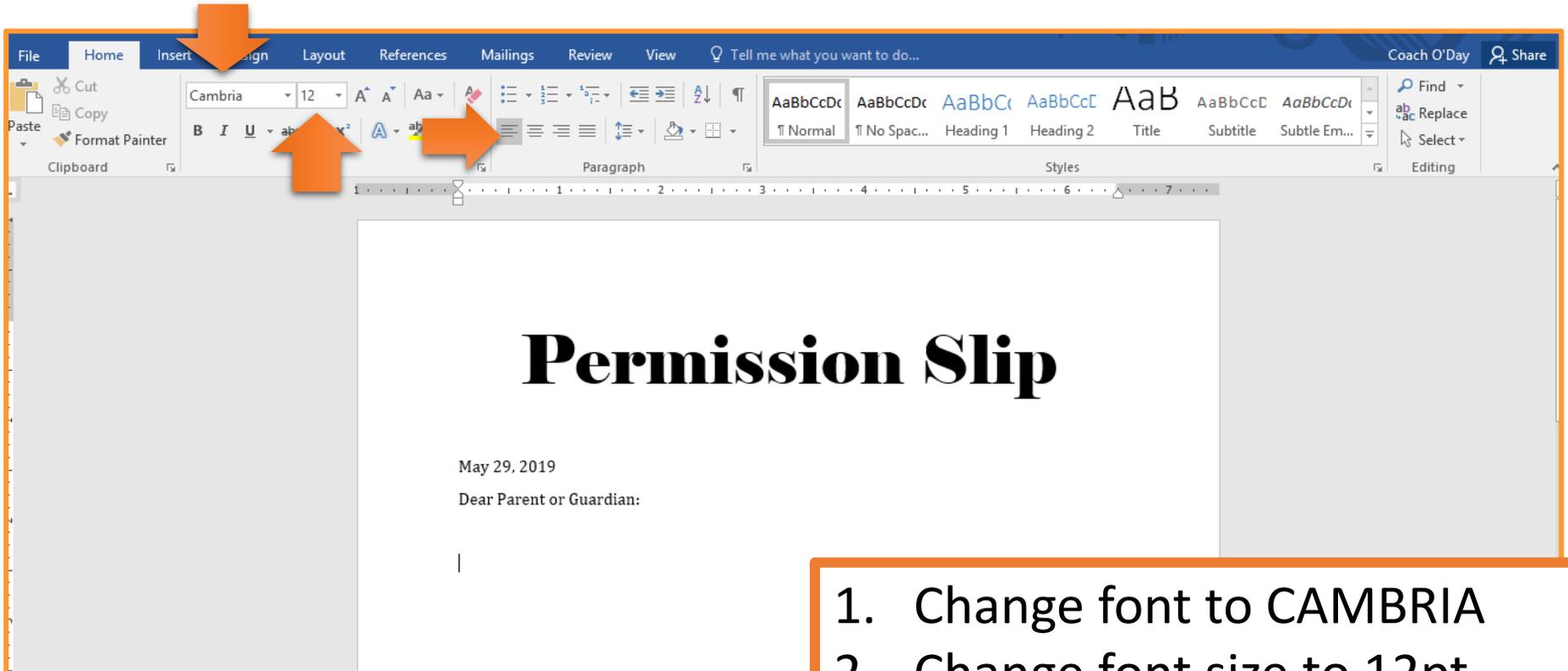
LINE SPACING

The image shows a Microsoft Word document titled "Document4 - Word" with the HOME tab selected. The Font section shows "Arial Narrow" and "12". The Paragraph section shows a line spacing icon circled in orange. A dropdown menu is open, showing options from 1.0 to 3.0, with "1.5" selected. A red arrow points to the "1.5" option. A text box at the bottom right contains the following steps:

1. Click on HOME
2. Change line spacing to 1.5



FORMATTING FONT



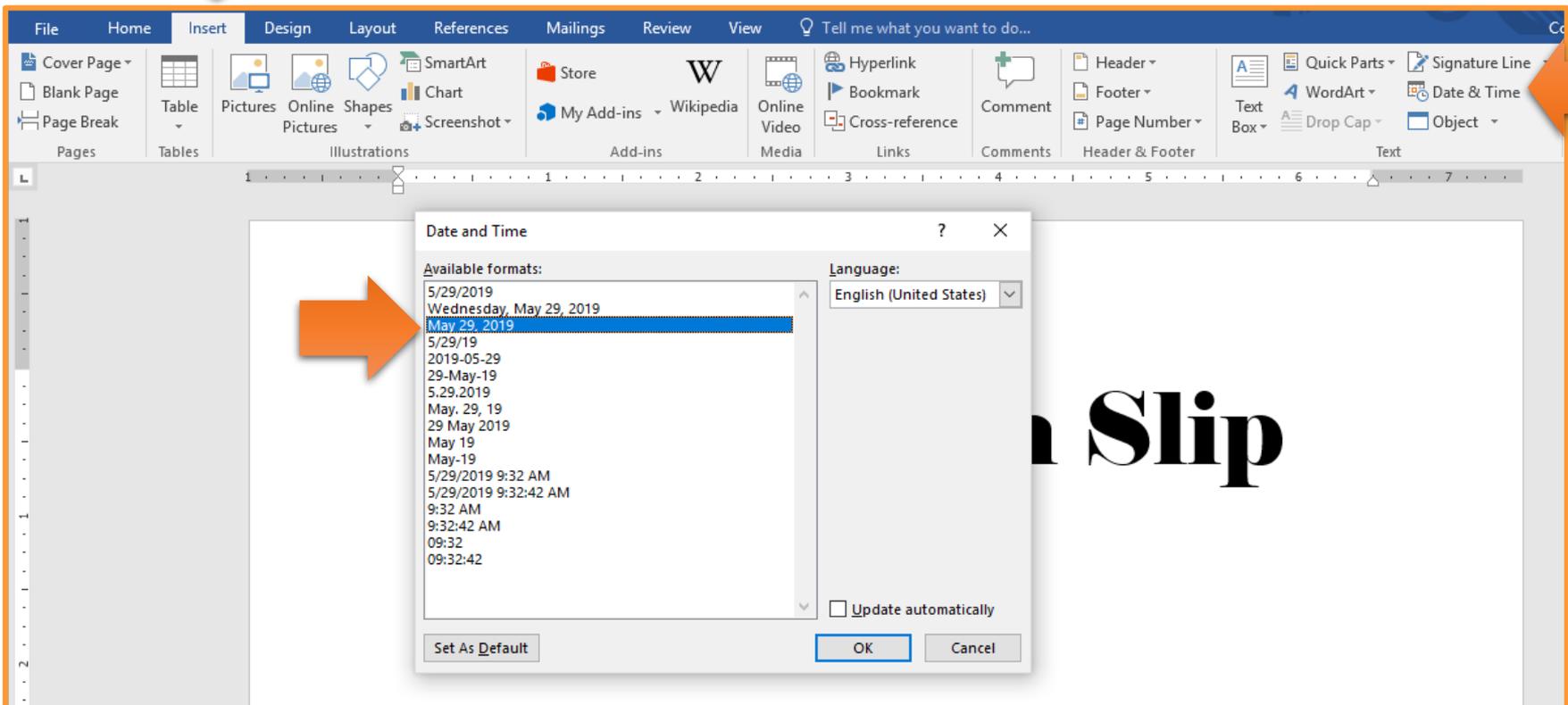
1. Change font to CAMBRIA
2. Change font size to 12pt.
3. Change alignment to LEFT

****Doesn't change for the rest of the document****



Formatting Letter

INSERTING DATE



1. Click on INSERT tab & select DATE & TIME.
2. Select MONTH #, YEAR (July 1, 2100).
3. Select UPDATE AUTOMATICALLY
4. Click OK
5. Hit ENTER once.

SALUTATION

sert Design Layout References Mailings Review View Tell me what you want to do...

Cambria 12 A A Aa A

B I U abc x₂ x² A ab A

Font Paragraph Styles

1 2 3 4 5 6 7

Permission Slip

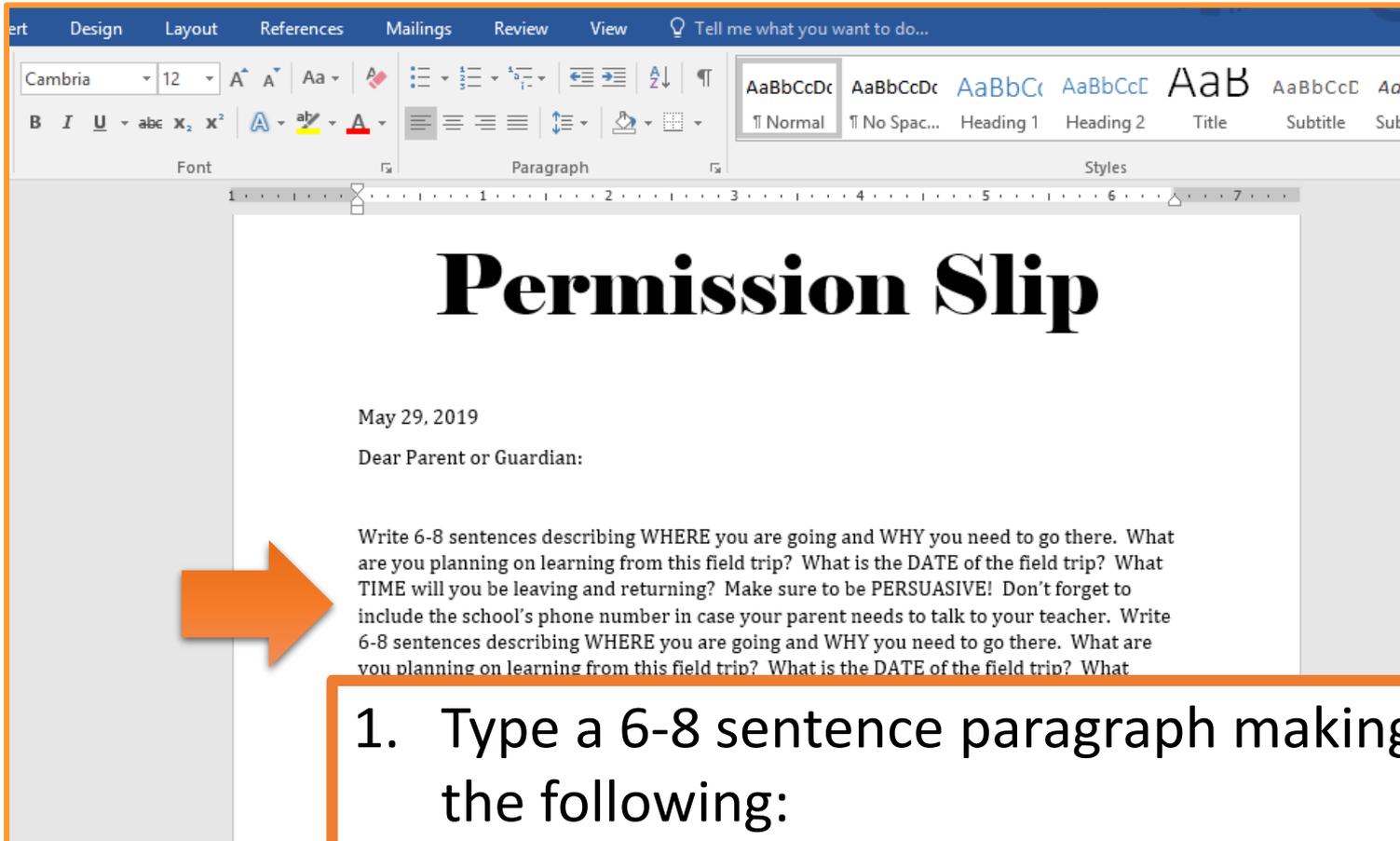
May 29, 2019

Dear Parent or Guardian:

|

1. Type "DEAR PARENT OR GUARDIAN:"
2. Hit ENTER two times.

EXPLANATION TEXT



The screenshot shows a Microsoft Word document with the title "Permission Slip" in a large, bold, black serif font. Below the title, the date "May 29, 2019" is written in a smaller black font. Underneath the date, the text "Dear Parent or Guardian:" is written. The main body of the document contains a paragraph of text that is partially obscured by a large orange arrow pointing to the right. The text in the document reads: "Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher. Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What". The Word ribbon is visible at the top, showing the Font, Paragraph, and Styles tabs. The Font tab is active, showing options for font face (Cambria), size (12), and various formatting options like bold, italic, underline, and text color. The Paragraph tab shows options for bullet points, numbered lists, and indentation. The Styles tab shows the "Normal" style selected.

1. Type a 6-8 sentence paragraph making sure to do the following:
 - Describe WHERE are you going.
 - Explain WHY you need to go there and WHAT you will learn.
 - State the DATE of your time and what TIME you will leave and return.
2. Hit ENTER two times.

COMPLIMENTARY CLOSE

File Home Insert Design Layout References Mailings Review View Tell me... Coach O'... Share

Paste

Clipboard

Cambria 12

B I U abc x₂ x² A

Font Paragraph Styles Editing

Permission Slip

May 29, 2019

Dear Parent or Guardian:

Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher. Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher.

Ms. Bright
6th Grade ELA Teacher
Prairie Hills Junior High

1. Type your teacher's name.
2. Hit ENTER once.
3. Type your teacher's title.
4. Hit ENTER once.
5. Type PRAIRIE HILLS JUNIOR HIGH.
6. Hit ENTER three times



Formatting Signature Slip

DIVIDING LINE

The screenshot shows a Microsoft Word document with the following content:

May 29, 2019

Dear Parent or Guardian:

Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher. Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher.

Ms. Bright

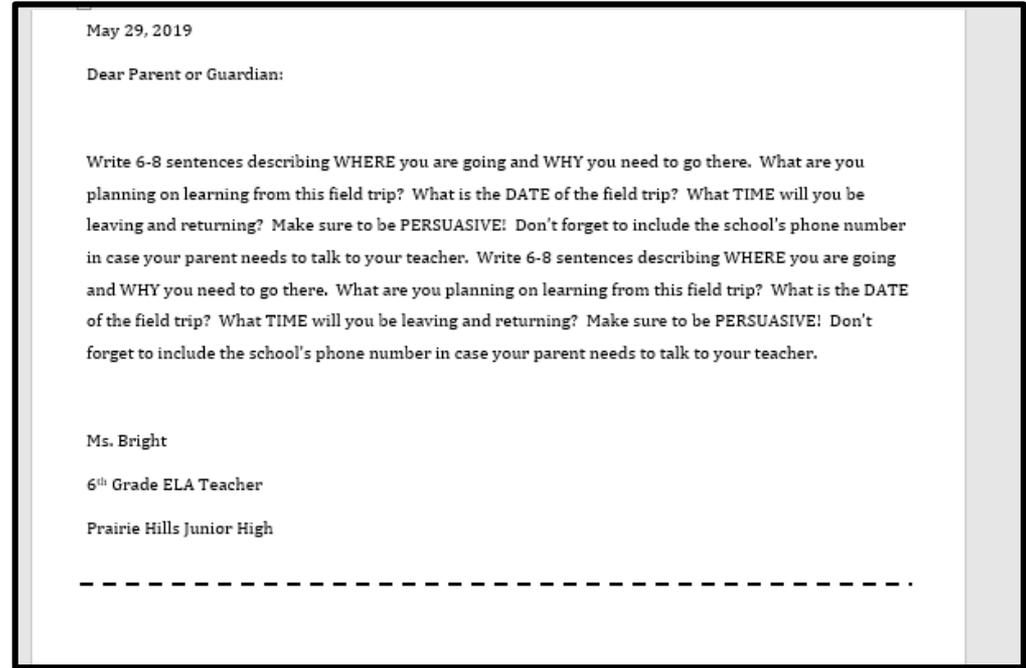
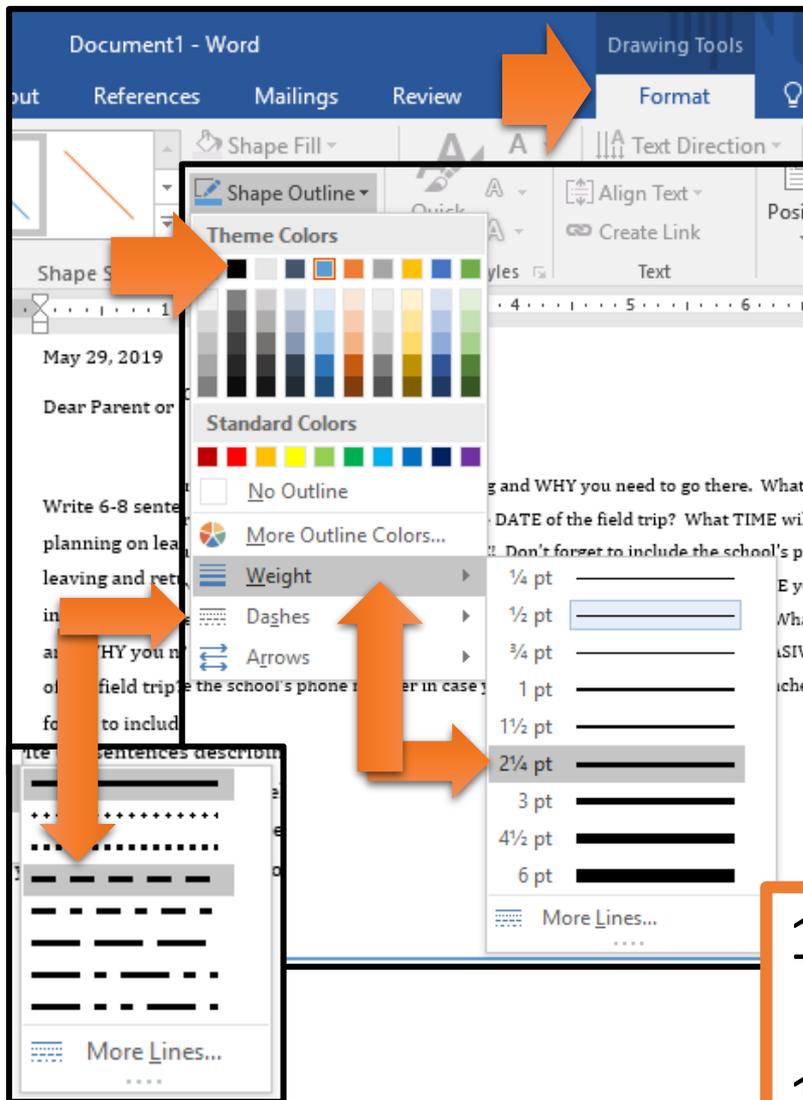
6th Grade ELA Teacher

Prairie Hills Junior High

The document also shows a horizontal line drawn below the salutation. An inset window shows the 'Insert' tab with the 'Shapes' gallery expanded to 'Lines', where a straight line is selected. Orange arrows indicate the sequence of clicks: from the 'Insert' tab to 'Shapes', then to the 'Lines' category, and finally to the straight line shape. Another orange arrow points from the line in the document to the first step of the instructions.

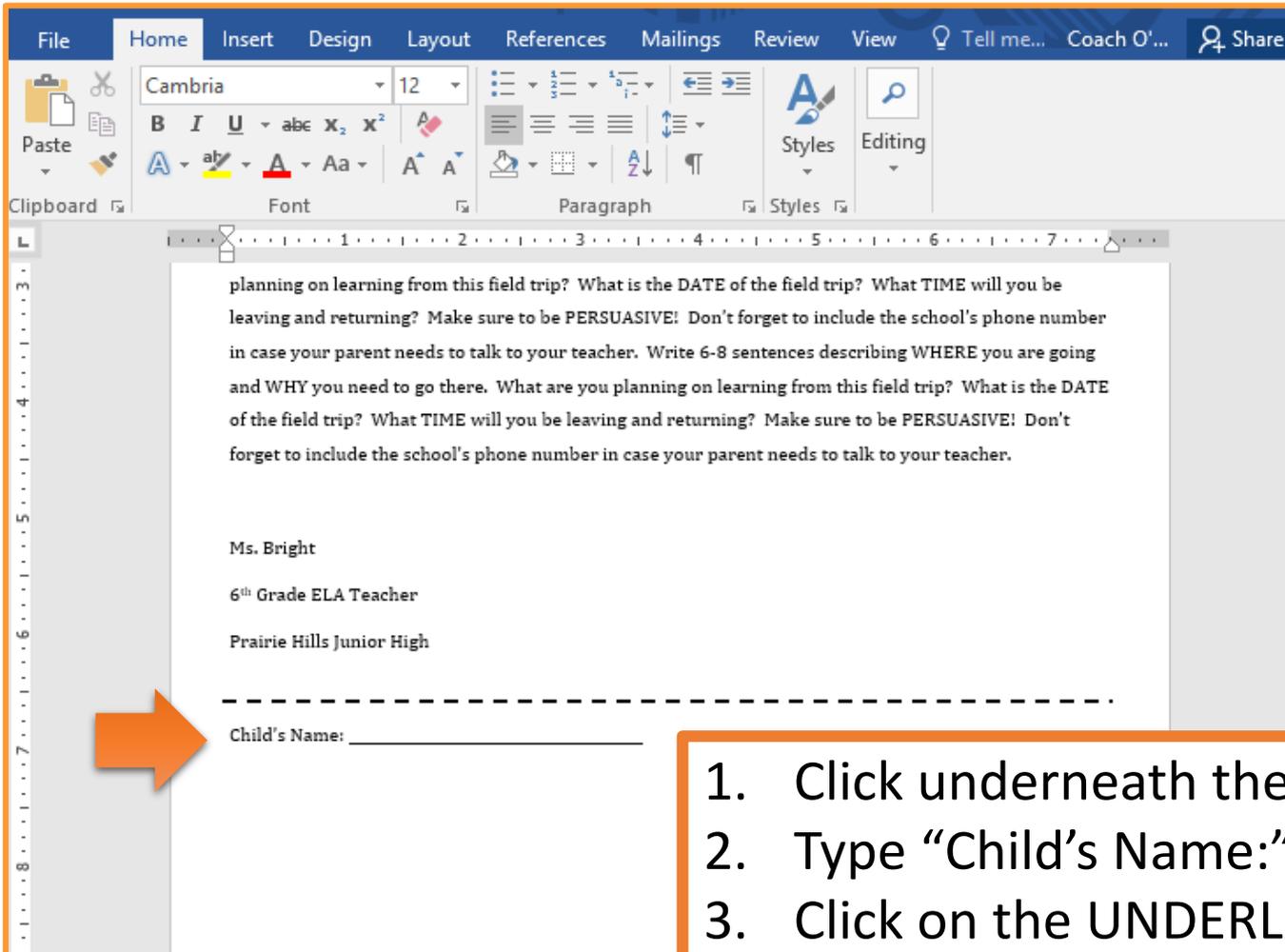
1. Click on the INSERT tab
2. Click on SHAPES
3. Select the LINE shape.
4. Draw a line UNDER the salutation.

LINE FORMATTING



1. Click on the line to open DRAWING TOOLS – FORMAT menu.
1. Click on SHAPE OUTLINE.
2. Select BLACK for the color.
3. Click on WEIGHT & select 2 1/4 pt.
4. Click on DASHES & select DASH.

SLIP CONTENT 1



The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes options for Font, Paragraph, Styles, and Editing. The document content is as follows:

planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher. Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher.

Ms. Bright
6th Grade ELA Teacher
Prairie Hills Junior High

Child's Name: _____

An orange arrow points to the dashed line above the "Child's Name:" text.

1. Click underneath the line.
2. Type "Child's Name:"
3. Click on the UNDERLINE button.
4. Hit TAB five time to create a black line.
5. Unclick the UNDERLINE button.
6. Hit ENTER one time.

SLIP CONTENT 2

planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher. Write 6-8 sentences describing WHERE you are going and WHY you need to go there. What are you planning on learning from this field trip? What is the DATE of the field trip? What TIME will you be leaving and returning? Make sure to be PERSUASIVE! Don't forget to include the school's phone number in case your parent needs to talk to your teacher.

Ms. Bright
6th Grade ELA Teacher
Prairie Hills Junior High

Child's Name: _____

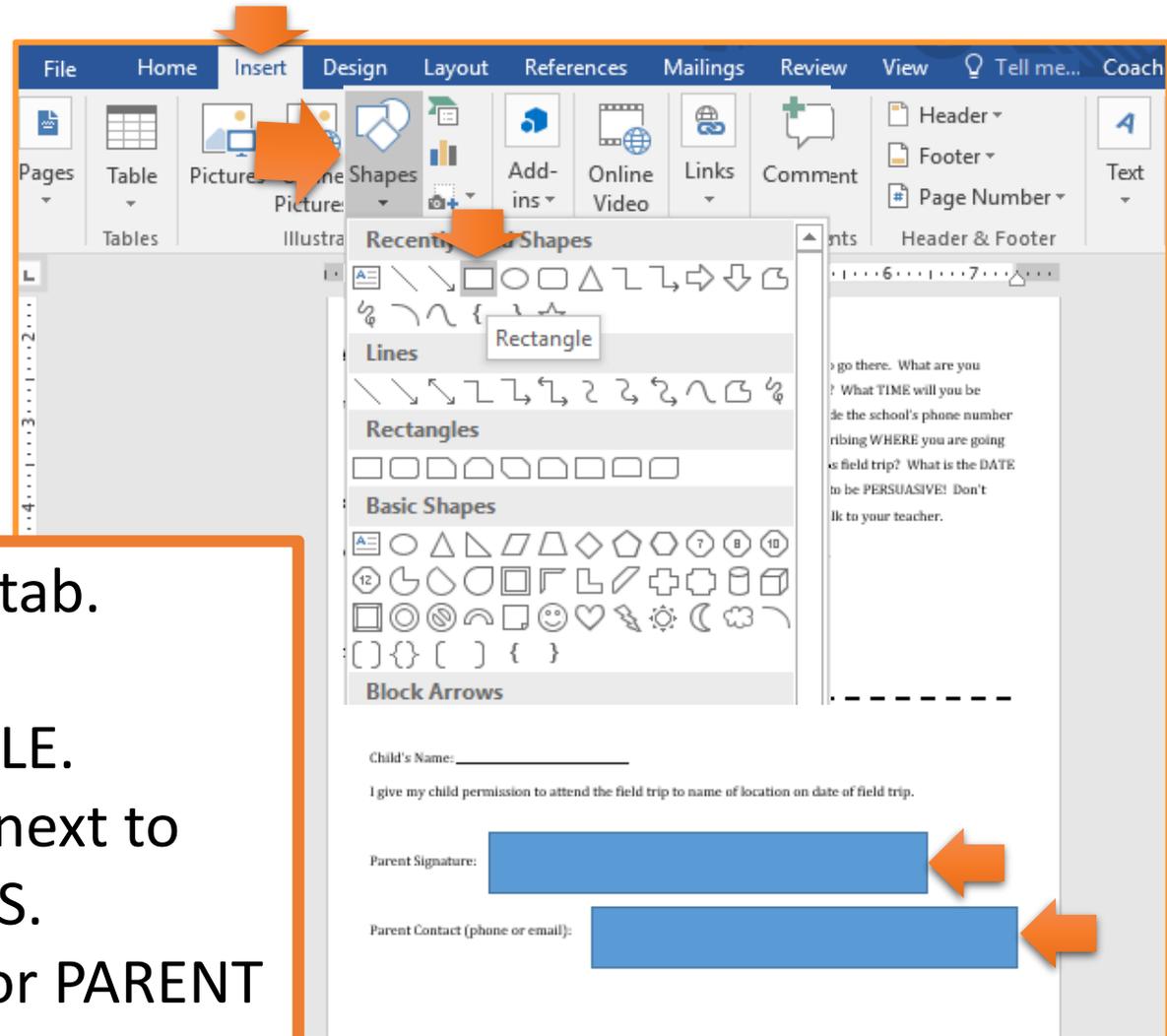
I give my child permission to attend the field trip to name of location on date of field trip.

Parent Signature: _____

Parent Contact (phone or email): _____

1. Type "I give my child permission to attend the field trip to (where) on (date of trip)."
2. Hit ENTER two times.
3. Type "Parent Signature: "
4. Hit ENTER two times.
5. Type "Parent Contact (phone or email): "

SIGNATURE BOX



1. Click on the INSERT tab.
2. Click on SHAPES.
3. Select the RECTANGLE.
4. Draw the rectangle next to PARENT SIGNATURES.
5. Draw another box for PARENT CONTACT.

FORMATTING BOXES

The image shows a screenshot of the Microsoft Word interface. The 'Drawing Tools' ribbon is active, and the 'Format' menu is open. The 'Shape Fill' dropdown is selected, showing 'Theme Colors' and 'Standard Colors' with 'No Fill' highlighted. An orange arrow points to the 'Format' menu. Another orange arrow points to the 'Shape Fill' dropdown. A third orange arrow points to the 'Shape Outline' dropdown, which is also open, showing 'Theme Colors' and 'Standard Colors' with 'No Outline' highlighted. A fourth orange arrow points to the 'No Outline' option.

The image shows a form with the following fields:

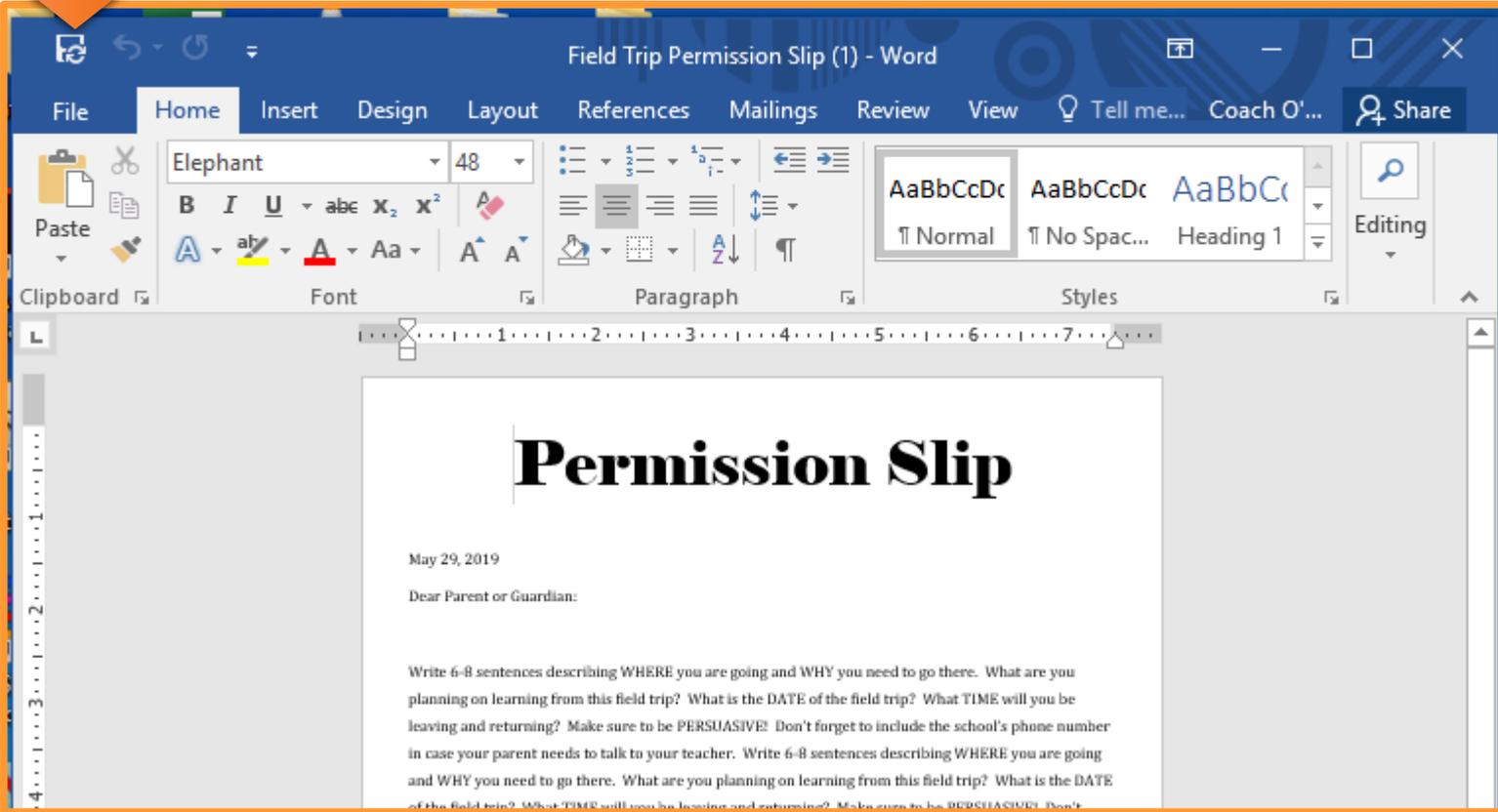
- Child's Name: _____
- I give my child permission to attend the field trip to name of location on date of field trip.
- Parent Signature:
- Parent Contact (phone or email):

1. Click on parent signature box to access DRAWING TOOLS – FORMAT menu.
2. Click on SHAPE FILL & select NO FILL
3. Click on SHAPE OUTLINE & select BLACK.
4. Repeat 2 & 3 for PARENT CONTACT box.



Saving Document

SAVING TO ONEDRIVE



Click on DISK ICON to save your document to OneDrive



Turning in Assignment

TURN IN ASSIGNMENT

Conversations Files Class Notebook Assignments

< Back Turn in

Field Trip Permission Slip

Due Date
Thu May 30, 2019 at 11:59 PM

Points
50 points possible

Instructions
Use the direction booklet to help you.

Reference materials
None

My work

Field Trip Permission Slip.docx

+ Add work

1. Verify that your document is under MY WORK.
2. Click on TURN IN.