MIDDLE SCHOOL
Maple Grove

1200 Elm Avenue, Springfield, OR 97477
(541) 555-0190
office@maplegrove.example

TO
The parents and guardians of 7th grade students

DATE
November 3, 2026

Day trip to the Oregon Coast Aquarium

Dear parents and guardians,

As part of the 7th grade science program, the school is organizing a day trip to the Oregon Coast Aquarium in Newport.

DATE	Saturday, November 21, 2026
DEPARTURE	7:30 am, school parking lot
RETURN	about 7:00 pm
COST	**$45 per student**: bus, aquarium tickets, guided tour and lunch
PAYMENT	in two parts, $25 by November 10 and the rest by November 18; online through the school portal or in cash to the homeroom teacher

Students should bring their student ID, a snack and water, and comfortable shoes because there is a lot of walking. Phones are allowed.

Permission form. The permission form that your child brings home must be signed and returned to the homeroom teacher **no later than November 10**. Students without a signed form cannot go on the trip.

If you have any questions, please contact your child's homeroom teacher or our school counselor, Ms. Laura Chen, at (541) 555-0194.

Sincerely,

David Morales
Principal