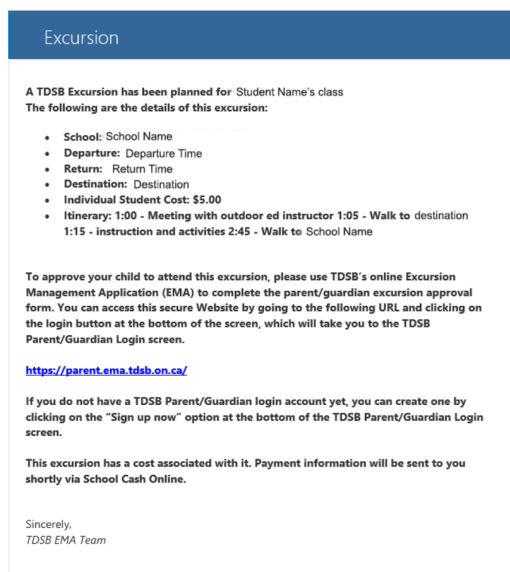




EMA Permission for Excursion Form | Parent/Guardian Reference Guide

This step-by-step Reference Guide will assist Parents/Guardians in completing their child/ward's Excursion Permission for Excursion forms online.

Open the Email You Received from TDSB

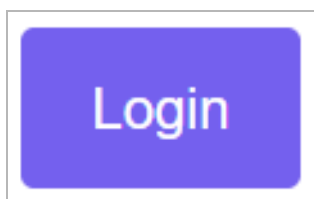


As a TDSB Parent/Guardian, you will receive an email from “tdsb.excursions@tdsb.on.ca” indicating that an upcoming excursion has been scheduled for your child/ward.

You will be required to review the excursion permission form and provide consent for your child/ward to attend the excursion.

Update Screenshot with email parent receives

Access to the Excursions Management Application (EMA)



To start the excursion consent process, click on the link embedded in the email you received.

Or, open a browser and navigate to:

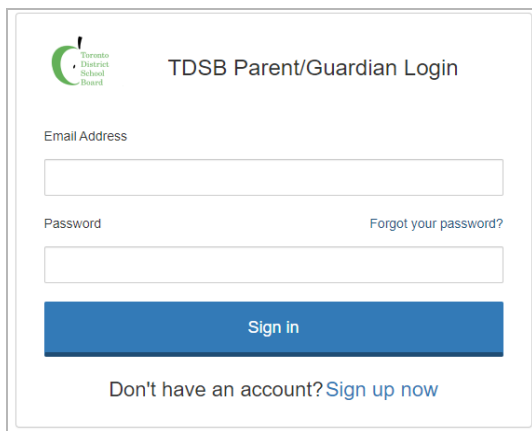
URL: <https://parent.ema.tdsb.on.ca/>

Click the purple “Login” button at the bottom of the page to access the Login page.



EMA Permission for Excursion Form | Parent/Guardian Reference Guide

Login to EMA

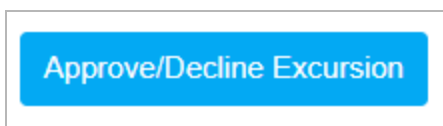


Enter the email address that is registered on file at your child's school and was used during the account creation process.

Enter the "Password" which you created during the account creation process.

Click the "Sign In" button.

Find your Excursion

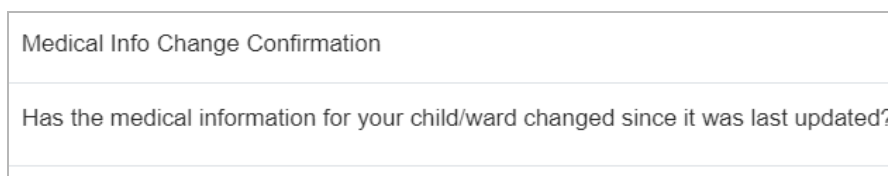


Once logged into EMA, you will see a list of tasks on the "Home" screen that you will need to complete, including a task for the approval for your child's/ward's excursion.

Locate the task based on the destination of the excursion and click the blue "Approve/Decline" button to access the excursion permission form.

Check the Medical Information Status

Before viewing the excursion permission form, you will be prompted with a message "Has the medical information for your child/ward changed since it was last updated?"



To complete your child/ward's medical information, go to the [Medical Information Reference Guide](#).



EMA Permission for Excursion Form | Parent/Guardian Reference Guide

Complete the Parent/Guardian Permission for Excursion Form

The excursion permission form has several sections for you to review/complete:

Top of Form - Excursion Details

You will be able to review the excursion permission form details, such as destination, date/time of departure and arrival, itinerary, costs, etc.



Parent/Guardian Permission for Excursion

School:
Teacher(s):
Student:
Nature of Activity:
Destination:

Telephone:
Grade/Class:
Date of Excursion:

To Parents and Guardian:

The purpose of this form is to inform you about the excursion and to seek your support and permission for your child/ward to participate. This information may be shared as necessary with adults supervising the excursion.

This is an important document. Please ensure that someone is able to translate and explain this document to you.

Purpose of the excursion:

Itinerary

Program/itinerary:

Departure/Return Dates

In exceptional circumstances, dates and times may change. Every effort will be made to communicate these changes to you ahead of time.

Method of Travel

*Approval of the principal is required for all volunteer drivers. The school will make every effort to ensure that parent/guardian consent is obtained for each excursion for students to travel in private vehicles.

Requirements for Participants

Accommodation (if required)

Financial Arrangements

Total cost per student: \$

Deposit required: \$

Payable to:

Excursion Staff

School contact during the excursion:

Teacher

Administrator

Signature

Signature

Date

Date



EMA Permission for Excursion Form | Parent/Guardian Reference Guide

Middle of Form - Excursion Consent

As a Parent/Guardian, you will be required to provide approval for your child/ward to attend an excursion.

If you wish to grant [permission](#), checkoff the “Yes” box and complete all details within this section by the specified date.

Otherwise, checkoff the “No” box.

Please select an approval option below and submit this form before:

☐ **YES**

I give permission for my child/ward, _____, to participate in the excursion to _____ on _____.

Emergency Contact: (required)

Emergency Phone Number: (required)

eg. (416) 123-1234 ext. 123

☐ I give permission for my child/ward to be transported in a private vehicle (adult driver) authorized by the principal.

Is there any information that may affect your child's participation in this Excursion?

Should it become necessary for my child/ward to have medical attention, I hereby give the teacher permission to use their professional judgment in obtaining care for my child/ward. I understand that any cost will be my responsibility. I also understand that in the event of such illness or accident, I will be notified as soon as possible.

I wish to volunteer on this trip:

☐ Yes

☐ No

☐ **NO**

I do not give permission for my child/ward, _____, to participate in the excursion to _____ on _____.



EMA Permission for Excursion Form | Parent/Guardian Reference Guide

Bottom of Form - Sign and Certify

You must type your “[Full Legal Name](#)” that is on file at your child/ward’s school.

Once you have read the “Sign and Certify” section, re-type your “[Full Legal Name](#)” and check off the box “[Check box to certify by electronic signature](#)”.

Parents/Guardians can also review the “[Notice of Collection](#)” which explains why the TDSB requires this information, how the information will be used and who to contact if you have any questions.

Lastly, you must click the purple “[Submit](#)” button to allow you to submit the excursion permission form to your child/ward’s school.

SIGN AND CERTIFY

By signing this form and clicking on the “Submit” button below, I, , certify the following:

- I have examined this form and, to the best of my knowledge and belief, the information provided in this form is true and accurate.
- If any of the information listed above changes, I understand that it is my responsibility to update this form or to notify appropriate school staff of any changes as soon as possible.
- I understand that my child’s/ward’s information will be shared with authorized Toronto District School Board (“TDSB”) staff to support my child’s co-curricular excursions and activities within TDSB and indicate my acceptance and delivery of this information to authorized TDSB staff.
- I understand and acknowledge that if I proceed to sign this document electronically, this document will be valid and enforced in the same manner as a hand-signed document that exists in physical form and that a record or my signature may not be denied legal effect or enforceability under law solely because it is in electronic form.

Authorized Electronic Signature:

Full Legal Name:

☐ [Check box to certify by electronic signature](#)

Notice of Collection

Personal information on this form is collected under the authority of sections 58.5(1) and 171.(1), paragraph 28 of Education Act, R.S.O. 1990, c.E.2 (as amended) and will be used by the Toronto District School Board to support the planning and programming of student participation in co-curricular and extra-curricular excursions and activities. The information is retained in accordance with Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56 and may also be disclosed to authorized staff in order to administer the above purposes. Questions regarding this collection should be directed to your school principal or David Hawker-Budlovsky, Centrally Assigned Principal, School Operations, Outdoor Education at: David.Hawker-Budlovsky@tdsb.on.ca, or 140 Borough Drive, Toronto, Ontario, M1P 4N6, or 416-396-3408.



EMA Permission for Excursion Form | Parent/Guardian Reference Guide

Submit the Form

Once you click the “[Submit](#)” button, a pop-up window will appear.

If you have selected “[Yes](#)”, you will be asked to confirm your “[Consent](#)” for your child/ward to attend the excursion:

Excursion Consent Confirmation	✕
Are you sure you want to approve this excursion?	
Yes No	

If you have selected “[No](#)”, you will be asked to confirm your “[Denial](#)” for your child/ward not to attend the excursion:

Excursion Consent Confirmation	✕
Are you sure you want to deny this excursion?	
Yes No	

If your consent is accurately displayed, click “[Yes](#)” to submit your form, otherwise, click “[No](#)” to go back into the excursion permission form and update the necessary fields.

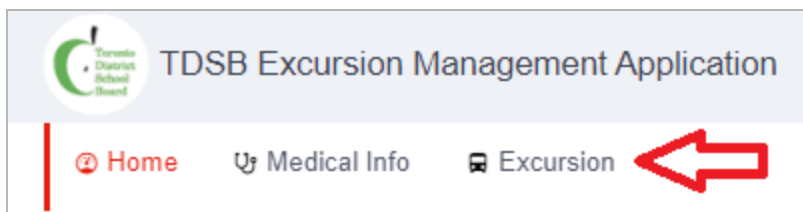


EMA Permission for Excursion Form | Parent/Guardian Reference Guide

Re-submit the Parent/Guardian Permission for Excursion Form

Prior to an excursion taking place, Parents/Guardians have the ability to change their mind and re-submit the form with a different response.

From the “Home” screen, click on the “Excursion” menu option to view a list of excursions for your children.



To modify the excursion form, find the excursion in the list based on the excursion destination and your child/ward and then click on the row to open it.

Scroll to the bottom of the form and uncheck your previous response and checkoff your updated response to either “Yes” or “No”. If selecting “Yes” ensure you complete all details within this section.

Once you click the “Submit”, your response is updated in EMA and can be viewed by school staff organizing the excursion.

Review the Parent/Guardian Permission for Excursion Form

From the “Home” screen, click on the “Excursion” button at the top to view a full excursion listing for your children.

To review the excursion form, find the excursion in the list based on the excursion destination and your child/ward and then click on the row to open it.

Review the content of the form for accuracy.

Require Assistance?

If you cannot complete this form and/or update your response, please contact the school office to provide you with the necessary support and assistance.