

MUST BE PRINTED ON SCHOOL/HOME SCHOOL LETTERHEAD  
(WATERMARK, DOES NOT PRINT)

Date: \_\_\_\_\_  
Date of Travel

Washington State Ferries:

Please accept this document as eligibility proof that \_\_\_\_\_  
Name of School/Home School (authorized school)

is traveling from \_\_\_\_\_ to \_\_\_\_\_ for a school group  
Terminal Terminal  
institution-sponsored activity on \_\_\_\_\_ on the \_\_\_\_\_ sailing.  
Travel Date Time of Sailing

This group is traveling to \_\_\_\_\_ with  
Institution-Sponsored Activity  
\_\_\_\_\_ students and \_\_\_\_\_ advisors/school staff in my specific vehicle/bus,  
Number Number  
or walk-on group. The contact person for this trip is \_\_\_\_\_  
Name

\_\_\_\_\_  
Title and Phone Number of contact at school

Please apply the special school rate for this field trip.

Sincerely,

Name(Printed): \_\_\_\_\_

Position: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Original signature required, no copies) (Date)

**To receive the reduced school group fare, each vehicle traveling with the school group must present an authorization letter to the ticket agent when purchasing fares. Letters provided by the district after the time of travel are not accepted for refunds.**

**Home School groups must also present a copy of the Declaration of Intent filed with the appropriate school district.**