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September 29, 2017

Dear Traveler or Parent /Guardian,

We are excited to announce the details for our field trip this year. Our school is working with Educational Travel Adventures, a professional student tour operator, to provide all the arrangements. The company specializes in planning trips for students and is a member of numerous professional organizations including the Student and Youth Travel Association (SYTA) and the National Tour Association (NTA).

Here are the trip details:

DESTINATION:	Washington, DC
TRIP DATES:	05/21/2018 - 05/25/2018
TRIP PRICE:	\$589 per person
REGISTRATION DEADLINE:	10/15/2017 (\$89 per person deposit)

Educational Travel Adventures will be handling your trip registration and payments. A customized web page for our school has been set up that contains all the trip details and will allow you to register for the trip, make payments and complete your medical waiver online. Credit cards, debit cards and e-check payments are accepted online and you may also mail in payments by check or money order. Here are the login details:

In your internet browser, please visit the website:

<http://www.etadventures.com>

Click the top right section of the screen: "Login to myETA"

On the next screen you will need to enter the Trip Code and Password.

Trip Code: andrew18

Password: wastrip18

The next page will have all the details regarding the trip. Your next step is to click the button at the top right, "Make a New Reservation." After clicking, you will be asked to enter personal information and when completed you will receive an email confirmation and a unique reservation number.

DON'T FORGET On the confirmation screen, you will see a link next to each person's name that you must click to complete or update your medical waiver.

To make future payments, you will need the Trip Code and Password above and your reservation number. You will click on the "Access Existing Reservation" button at the top right side of the screen.

If you have questions about the trip or the registration process, you may call Educational Travel Adventures toll free at 866-273-2500 and then choose option 2 for customer service. If you are unable to register online, they can make your reservation over the phone.

We're looking forward to a great trip!