



Esteemed Teacher:

Thank you for your interest in visiting the San Juan National Historic Site: the fortifications of San Cristóbal and San Felipe del Morro. Please read the following instructions and requirements carefully in order to visit the fortifications.

Groups from grades 11th and 12th, and university students

► If your visit is more than four weeks in advance:

1. Please fill out and send the Reservation Form for School Groups and Universities, the Fee Waiver form, and the Lesson Plan for School Groups Grades 11th and 12th. **University professors must send the class syllabus, specifying the areas of the fortifications that will be studied or related course work.** Please send the above mentioned documents with three weeks of anticipation to FAX 787-289-7972 or 787-289-7165, or email kina-gonzalez@nps.gov.
2. **Reservations are not made over the phone.**
3. Adults required*:
 - a. Students from 11th and 12th grade: one adult for every 10 students. The adult must be 18 years or older and is responsible for the security and conduct of the students.
 - b. University students: one professor for every 20 students.
4. Students from the 11th and 12th grade should be dressed in their uniforms or easily identifiable (school I.D. or nametag with the student's name and the name of the school).
5. Private schools and universities must send a copy of the certificate or license of accreditation. (This does not apply to public schools or universities.)
6. You are responsible for calling to verify that the request form was received and the reservation was approved.

► If your visit is within the next three weeks:

1. **You will not be able to make a reservation or have a guided tour,** but you are welcome to visit the fortifications of San Cristobal and El Morro: if your group has the required number of adults* (see above), the students are in their uniform or easily identifiable to your group, you present a pre- approved Fee Waiver for free admission to the park, and the students have good behavior.
2. The teacher or university professor is responsible for calling the historic site with at least three weeks in advance to request the Fee Waiver form, and the Lesson Plan. Once these documents are completed, please send them with **at least two weeks anticipation** to FAX 787-289-7972 or 787-289-7165, or email kina-gonzalez@nps.gov. The teacher is responsible for calling to verify that the fee waiver was approved.
3. Your entrance to the fortification can be delayed if, at the time of your arrival, there is already a school group waiting to enter (your group will need to be divided), if there is already a school reservation for that hour, if the fortification is at its maximum capacity, or if there is no staff to attend your group upon its arrival

► Groups with or without reservation:

1. The teacher must provide the day of the visit with a copy of the Fee Waiver form approved by park staff so that the students and required adults can enter free of charge. Additional visitors will be subject to the regular charge to enter the park: students 15 years and younger are free and visitors (students/teachers/parents) 16 years or older will pay the entrance fee of \$3.00 to visit one fortification, and \$5.00 to visit both.
2. **If at the time of entrance an approved Fee Waiver Form is not presented, the group will need to pay the regular cost of entrance (above mentioned), even if a reservation was made.**
3. **If your group is not in uniform or easily identifiable (school I.D. or nametag with the student's name and the name of the school), the group will have to pay the regular cost of entrance (above mentioned), even if a reservation was made. (This does not apply to university students.)**

4. On the day of your visit the group is to remain outside of the entrance to the fortification while a person in charge enters to registrar the group. **The group waiting outside should not block the fortification's entrance and must wait until park staff comes outside to receive the group.**
5. Groups that are visiting the green area of El Morro should have the required number of adult chaperones (1 adult for every 10 children) to ensure the security and good behavior of the students. Please do not climb on the wall, and make sure to utilize the trashcans to deposit waste, or the recycling receptacles for recyclables. These measures safeguard our National Park and World Heritage Site.

If you have any questions, please do not hesitate to call 787-729-6777 ext.271 or send an email to kina_gonzalez@nps.com. **Please make your reservation with anticipation so we can reserve your desired date.**

Thank you,
Kina M. González Rodríguez
Education Specialist

***IMPORTANT**

If on the day of the visit, your group does not have the required number of adult chaperones or the students are not well behaved, for reasons of security the group will be denied entrance to the facilities, even if a reservation was made.



Lesson Plan for Groups Grades 11th and 12th

Esteemed Teacher: Please complete and send this Lesson Plan along with the Fee Waiver form two weeks prior to the date of your visit to FAX 787-289-7972 or 787-289-7165, or email kina_gonzalez@nps.gov. If you are going to make a reservation, you should send the Reservation Form for School Groups and Universities a minimum of three weeks before the visit date. Thank you!

Name of Teacher:

Date of visit:

Place(s) to be visited:

Class title:

Objectives:

Materials/texts:

Emphasis:

Evaluation techniques:

Standards:

Special homework assignments:

United States Department of the Interior

NATIONAL PARK SERVICE
San Juan National Historic Site
501 Calle Norzagaray
San Juan, PR 00901

APPLICATION EDUCATIONAL FEE WAIVER FOR EDUCATIONAL OR SCIENTIFIC STUDY

Name of Institution _____
Address _____
Official in charge of group _____ On-site Contact and Cell Phone Number: _____
Number of *STUDENTS* _____ Number of Faculty/Chaperons _____
San Cristóbal _____ El Morro _____
Date of Visit _____ Date of Visit _____
Time of Visit _____ Time of Visit _____

1. Course Title, Catalog Number, and Description or Grade Level and Subject Matter

2. Explain the educational purpose of the trip. What aspect/resource of the park is to be studied:

3. I understand that the Code of Federal Regulations allows Fee Waivers only for educational and/or scientific institutions that are using the park for educational purposes. I hereby certify that the above detailed trip meets these requirements and therefore request that fees be waived
4. I am including: Lesson Plan and Certificate of Accreditation for the school or educational institution given by a Federal or state entity to certify educational status. (The Certificate of Accreditation only applies to private schools and institutions.)
5. These documents should be sent three weeks before the visit day, with the Lesson Plan and the Certificate of Accreditation in order for your request to be considered. Once the Fee Waiver is approved, it will be sent back via FAX or email so that a copy can be presented to the park employee when the group enters. If an approved copy is not presented to park personnel, you will have to pay regular admission price: Children 15 years and younger enter free and people over 16 will pay \$3.00 to visit one fortification, and \$5.00 to visit both.

Name & Signature of official In charge of Group _____ Title _____

Telephone # _____ Fax # _____

NATIONAL PARK SERVICE APPROVAL

Required Documentation Type _____

Signature of Park Official: _____

Title: _____ Date: _____

You must have this fee waiver in your possession when arriving at the park's entrance station. Each group must present a copy of the approved application. If you need to cancel your reservation please call (787) 729-6777/6960