

**Redbank Valley School District  
Primary and Intermediate Schools  
Educational Family Trip Form**

Student absence from school when on a family trip, vacation, etc., **will be legal (excused)** if:

- parent request and received approval **two weeks prior** to the trip
- acceptable project is submitted **within 10 days** of the student's return to school.  
(see back of form for project suggestions)
- all work assigned during this time period is due the day the student returns

**Trips will not be approved:**

- during the first 10 days or last 10 days of school
- during standardized test dates
- during high school course final exams.

**Please note: Trips are limited to 5 days cumulative per year. Details can be found in Board Policy 204.**

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**Parent to Complete**

STUDENT NAME \_\_\_\_\_ GRADE/TEACHER \_\_\_\_\_

DATES OF ABSENCE \_\_\_\_\_

PLACES TO BE VISIT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROJECT CHOSEN \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ (due 1 week prior to absence)

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**To be completed by building office**

Project preapproval      \_\_\_\_\_ yes      \_\_\_\_\_ no

Project due date \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

Teachers (please initial)    Classroom \_\_\_\_\_    Music \_\_\_\_\_    Art \_\_\_\_\_

Phys Ed \_\_\_\_\_    Library \_\_\_\_\_

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**PROJECT APPROVAL**

**(Office Use Only)**

Student Name \_\_\_\_\_

Date project submitted \_\_\_\_\_

Principal's recommendation for approval \_\_\_\_\_ yes      \_\_\_\_\_ no

Absence \_\_\_\_\_ excused      \_\_\_\_\_ unexcused

Number of Family Vacation Days Used to Date: \_\_\_\_\_

## **PROJECT SUGGESTIONS**

### **KINDERGARTEN**

- ✓ Pictorial journal of trip (photograph or pictures)
- ✓ Scrapbook with items collected during the trip
- ✓ Share favorite things about trip with the class (example – souvenirs)

### **FIRST GRADE**

- ✓ Send a postcard with a written message telling at least two things he/she has done/seen
- ✓ Daily journal
- ✓ Scrapbook with captions
- ✓ Short video narrated by the child (5 minutes)

### **SECOND GRADE**

- ✓ Scrapbook with captions
- ✓ Oral report
- ✓ Daily journal
- ✓ Video narrated by the child
- ✓ Poster (example – travel poster including written information)

### **THIRD GRADE**

- ✓ Daily journal
- ✓ Written summary report
- ✓ Photos or illustrations with captions
- ✓ Video

### **FOURTH GRADE**

- ✓ Scrapbook with captions
- ✓ Diary of daily activities
- ✓ Video
- ✓ Written report on a place visited (historical or geographic)
- ✓ Map illustrating trip with captions

### **FIFTH GRADE**

- ✓ Journal with/without pictures
- ✓ Map illustration of places visited
- ✓ Video

### **SIXTH GRADE**

- ✓ Journal with/without pictures
- ✓ Map illustration of places visited
- ✓ Video

**The project should be submitted to the main office. The Principal will determine whether or not the project provides enough information to classify the trip as educational in nature. If it is determined that the trip is NOT educational in nature, the absences will be illegal.**