

Redbank Valley School District
9th – 12th Grade
Educational Family Trip Form

STUDENT NAME _____ Grade _____

DATES OF ABSENCES REQUESTED: _____

****Trips will not be approved for more than five (5) cumulative days per year, during the first ten (10) or last ten (10) days of school, during final exams, or during standardized testing windows.**

Reason for absence: _____

Place(s) to be visited: _____

Project/Task to be completed which demonstrates that this was a learning experience:

The student will be required to complete a minimum five-paragraph essay describing their personal experience and what learning occurred as a result of taking this trip. The essay is to be typed, double spaced in 12 font. The student may include other documentation and resources as evidence of learning (photos, brochures, etc...) but must be accompanied by the essay in proper format. This essay should be submitted to the main office. The Principal will determine whether or not the essay provides enough information to classify the trip as educational in nature. If it is determined that the trip was NOT educational in nature, the absences will be illegal.

Parent's/Guardian's signature _____ Date _____

PRE-APPROVAL

Project Due Date (within 10 days of return): _____

Principal's Signature: _____

Student should obtain assignments from all teachers. The initials below will prove that initial contact was made to inform each teacher of the dates of absence and to gather assignments. The Educational Excused Absence Assignment Form should be submitted upon return from the trip with the essay.

Period 1 _____ Period 2 _____ Period 3 _____ Period 4 _____

Period 5 _____ Period 6 _____ Period 7 _____ Period 8 _____

PROJECT APPROVAL
(Office Use Only)

Student Name _____

Date project submitted _____

Principal's recommendation for approval _____yes _____no

Superintendent's confirmation _____ Date _____

Absence is _____excused _____unexcused

Number of Family Vacation Days Used to Date: _____