

**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 occurs **two weeks prior** to the trip
- acceptable **project** is submitted **within 10 school 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 - **PSSA 2023 – April 24-28 and May 1-12, 2023**

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

To be completed by Parents/Guardians

Student Name _____ Grade & Teacher _____

Parent/Guardian Name _____

Address _____

Telephone Number _____

Date(s) of Absence _____

Places to be visited/Educational activities to be covered:

Project Chosen _____

Parent/Guardian Signature _____ Date _____

To be completed by building office

Project preapproval yes no

Project due date _____

Principal's signature _____ Date _____

Teachers notified: Classroom LS Itinerants

**PROJECT APPROVAL
(Office Use Only)**

Student Name _____

Date project was 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 display 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 pictures and captions (student created, not a promotional brochure)

FIFTH GRADE

- √ Journal with/without pictures
- √ Scrapbook with captions
- √ Map illustrating trip with pictures and captions (student created, not a promotional brochure)
- √ Video

SIXTH GRADE

- √ Journal with/without pictures
- √ Scrapbook with captions
- √ Map illustrating trip with pictures and captions (student created, not a promotional brochure)
- √ Video

The project should be submitted to the main office by the due date. 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 dates of absence will be illegal.