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 of school**
- **DURING STANDARDIZED PSSA TEST DATES ELA 4/26-4/30/2027, MATH 5/3-5/7/2027, SCIENCE 5/5-5/7/2027)**

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

Parent to Complete

STUDENT NAME _____ GRADE/TEACHER_____

DATES OF ABSENCE _____

PLACES TO BE VISITED/Educational activities to be covered: _____

_____

_____

PROJECT CHOSEN _____

PARENT SIGNATURE _____ DATE _____ (due 14 days prior to absence)

To be completed by building office

Project preapproval ____ yes ____ no

Project due date: _____

Principal's signature _____ Date _____

Teachers (please initial) Classroom _____ LS_____ Music _____

Art _____ Phys. Ed _____ Library _____ Computer_____

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 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.