

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

- parent requests and receives approval **one week prior** to the trip
- acceptable project is submitted **within 10 days** of student's return to school.  
(see back of form for project suggestions)

**The District strongly recommends/requests that trips not be taken:**

- 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.**

*Parent to complete*

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

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

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

PLACES TO BE VISITED \_\_\_\_\_

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

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

*To be completed by building office*

Project preapproval      \_\_\_yes      \_\_\_no

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

Principal signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

**PROJECT APPROVAL**

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

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

Principal's recommendation for approval      \_\_\_yes      \_\_\_no

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

## **PROJECT SUGGESTIONS**

### **KINDERGARTEN**

- ✓ Pictorial journal of trip (photograph or pictures)
- ✓ Scrapbook with items collected during 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 and SIXTH GRADE**

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