Trip Request Form

1. Please have parent/guardian and teachers sign request sheet.
2. Bring back to the main office to be copied before leaving for trip.
3. Write 5x5 essay and hand packet into the main office within 1 week of returning from trip.

NORTH SCHUYLKILL JR./SR. HIGH SCHOOL
EXCUSED ABSENCE FOR EDUCATIONAL NON-SCHOOL SPONSORED TRIPS

Date of Request: _____

Student Name: _____

Name of Parent/Guardian: _____

Address: _____

Telephone: _____

Destination: _____

Reason For Trip: _____

Date of Trip: _____

Teacher Signature	Subject	Recommendation

Excused absence for trip is given when student returns to school and report is submitted and approved by the Principal. Students are responsible for all missed work.

Parent Signature: _____

_____

(office use only)

Number of School Days Absent prior to this request: _____

Number of School Days required for this trip: _____

Date Approved: _____ Principal's Signature: _____

EDUCATIONAL TRIP PROMPT

Planning:

- Think about what you want to write.
- Reread the prompt several times to make sure you are writing about the trip.
- Make notes. Use prewriting skills, such as mapping or outlining to organize your work.
- Carefully read the five statements below the prompt. Each statement refers to one of the scorable domains: focus, content, organization, style and conventions.

Writing:

- Carefully write your essay in a clear, logical style.
- Be sure to use correct grammar, spelling and punctuation.
- Proofread your essay and make necessary changes.

The Prompt:

Whenever we travel, we have the opportunity to observe, learn, and experience new things.

Write a five paragraph essay that describes one thing you learned during your trip. Be sure to include enough details so that your reader can share your experience.

As you write your paper remember to:

- Be specific about your reasoning and clearly state why you have these options.
- Include specific facts, details, reason, and examples to explain your choices.
- Present your ideas in a clear and logical order, including an introduction, body, and conclusion.
- Use a variety of words and well-constructed sentences.
- Correct any error in grammar, mechanics, spelling, usage and sentence formation.