



East Baton Rouge Parish School System  
*Division of Schools*

To: Principals and Assistant Principals

From: Laura J. Williams, Interim Chief of Schools

Re: Field Trips/End of the School Year

Date: March 10, 2025

As we approach the end of the school year, please be reminded of several important dates and guidelines. The last day for all school field trips is **Friday, May 9, 2025**. All field trip requests must be submitted to your Executive Director or Director for approval no later than **Thursday, April 17, 2025**. Recognition Programs and participation in graduation ceremonies outside of this window must also be approved by this date.

No school-sponsored picnics or parties are to be held away from school grounds during the last two weeks of school. Any picnics or parties that are held on campus must follow students' dietary restrictions, and participation in such activities remains optional at each school.

Elementary students will receive their report cards on **Friday, May 23, 2025**, the last day of school. Report cards for middle and high school students will be mailed from the central office on **Tuesday, May 27, 2025**. The last day for all nine-month employees and students is **Friday, May 23, 2025**. Please be reminded of the **board-approved calendar adjustments** to accommodate snow days, which designate **May 20-22, 2025, as full school days**.

Thank you for your cooperation and assistance with these matters.

CC: Catasha Edwards, Chief Academic Officer  
John McCann, Interim Chief Operations Officer  
Executive Directors and Directors for School Leadership  
Transportation Department

