

## Sample Excused Absence Form From Workplaces



Working Better Together

On April 27, 2023, \_\_\_\_\_ (Company Name) and its employees will participate in the annual **Take Our Daughters And Sons To Work® Day** sponsored by the Take Our Daughters And Sons To Work Foundation. \_\_\_\_\_ (Company Name) and its employees invite their children, relatives, friends, and other sponsored students between the ages of 7 and 18 to attend. The participants will engage in learning activities, which will guide and develop them toward a future where they can participate fully in work, family, and community.

Each year a theme is chosen which reflects the decisions and actions every youth and adult can choose to make the world a better place on a personal level, in the family, in the community, in the country, and in the whole world. Through this year's theme, Working Better Together, we want to inspire our youth to consider how collaboration and cooperation skills will enhance their future careers. In addition, we can all share those moments of discovery that lead us to choose specific careers, motivated us to make positive life changes and moved us to be leaders in our communities. This will encourage our youth to dream big and work hard.

It is the intent that the employees of \_\_\_\_\_ (Company Name) will serve as role models and will inspire the participants to strive to attain their full potential. Moreover, students and their families will discover how courses in STEM, English and Business can better prepare them for a wide variety of jobs and will become aware of the skills needed to be hired in specific professions.

Parent/Guardian/Sponsor, please fill out the bottom of this form and have the participating student take it to her/his teacher or principal to sign. You may keep the paper or it may remain at the school.

Parent/Guardian/Sponsor's Name \_\_\_\_\_

Teacher \_\_\_\_\_

School \_\_\_\_\_

Student's Name \_\_\_\_\_

I excuse \_\_\_\_\_ (Student's Name) to attend the Take Our Daughters And Sons To Work® Day at \_\_\_\_\_ (Company Name) on April 27, 2023. If necessary, the student should complete the following work to make up for the excused absence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Teacher or Principal)

\_\_\_\_\_  
Date