

SAMPLE EXCUSED ABSENCE FORM FROM WORKPLACES  
(LETTERHEAD)

On April \_\_\_\_\_, \_\_\_\_\_ and its employees will participate in  
(date) (year) (company name)  
the annual **Take Our Daughters And Sons To Work<sup>®</sup> Day** sponsored by the Take Our Daughters And Sons To Work  
Foundation. \_\_\_\_\_ and its employees invite their daughters, sons, relatives,  
(company name)  
friends, and other sponsored girls and boys between the ages of \_\_\_\_ and \_\_\_\_ to attend. The girls and boys will be  
participating in interactive learning activities, which will lead this *New Generation At Work* towards a future where  
they can participate fully in work, family, and community. The theme for this year is *1 Youth, 1 Dream, 2Morrow's  
Leader* which reflects the options every youth and adult has 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 better choices of action.

It is the intent that the employees of \_\_\_\_\_ will serve as role models and  
(company name)  
will inspire the girls and boys to strive to attain their full potential. Moreover, girls and boys will discover how courses  
such as science, math, 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 \_\_\_\_\_ to attend the **Take Our Daughters And Sons To Work<sup>®</sup> Day**,  
(student's name)  
April \_\_\_\_\_, \_\_\_\_\_. If necessary, the student should complete the following work to make up for  
(Date) (Year)  
the excused absence.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(teacher or principal)