

Most schools require an excuse note for each instance, past or future, that a student is absent from school. Some schools provide a specific form for the parent/guardian to complete, while others prefer a handwritten note.

Please Note: The requirement for an excuse note varies by state, school district, and often by school building within a district. Even when the parent/guardian submits a note, it might not be excused. The school may, or may not, allow students to make up work. Please check with your child's school for requirements. It is the parent/guardian's responsibility to understand and follow the procedures set forth by each child's school.

Some schools will permit absence from school for educational purposes provided the request is submitted ahead of time with the appropriate information. Requirements such as making up work, writing a report on the educational experience, or presenting information to the class may be part of gaining permission for a leave approved for educational purposes.

Browse www.favia225.com for event information that may help you complete an excuse note.

(The following sample can be used to request leave ahead of time. Adjust wording if submitting after the absence has occurred.)

(Always use the current date)

Dear (Principals name),

(Childs name) will not be in school (enter date/s), as our family will be attending the 225th anniversary commemoration of the First Air Voyage in America in conjunction with the Balloon Federation of America's National Convention in Philadelphia. (Child's name) will participate in continuing education sessions, practice leadership skills, and visit historic sites. There are opportunities for (him/her) to meet pioneers of ballooning, scientists, engineers, and record-holding explorers from around the globe. (Child's name) is very interested and involved in this sport and the Convention will be a valuable experience for (him/her).

Please have (his/her) teachers send the work he will miss that day, home with (him/her). (Child's name) will complete the work upon return to school on (enter date).

Thank you so much.

Sincerely,

(Signature)

(You may want to add a phone or email in case the want to reach you)