

Lozen Miranda Brightman
The Met High School, Sacramento
Project on Excused Absences for Native Families

**Sample Letter/Email for Excused Absences to be used for
ceremonies, pow wows, big times, etc.**

Dear (Mr/Ms/etc) or (to whom it may concern),

I am a parent/guardian of (student name) and I wanted to inform you that (they/she/he/name) will be missing school on the (date). I wanted to follow the correct protocol to get an excused absence for my student hence this letter. The reason why (student name) is going to be absent is because we are going to attend a (ceremony, event, gathering) that day. We are Native American from the (tribe/band) and this is a part of our (culture/traditions) so it is very important to us. Thank you for your understanding.

With the best regards,

(name)