Sample: Student Excusal Letter

Date of letter

Re: Student excusal request

Dear Instructor,

I hope this message finds you well. I am writing to inform you about an exciting opportunity for our students to participate in Olympia Days with the Washington Student Engagement Network. This event provides a unique platform for students to engage with legislators, share their experiences in higher education, and contribute to meaningful discussions about critical issues in the field.

Event Details:
Date:
Location:

Request for Excusal:

Considering the educational and civic engagement nature of Olympia Days, we request your support in excusing the students from your class who choose to participate on the specified date. This event aligns with our shared commitment to fostering civic responsibility and providing students with real-world learning experiences.

Purpose:

Olympia Days aims to empower students to voice their perspectives on higher education directly to legislators. By participating in this event, students will have the chance to be actively involved in discussions impacting their leadership development, civic engagement, and educational journey.

Our Legislative Days Objective:

- Empower and excite students in the lifelong benefits of civic engagement.
- Share student experiences and stories that bring issues to life for legislators.
- Mobilize and inspire all students in effective coalition building and leading through a lens of racial equity and justice lens.

Logistics:

- Transportation and lodging will be arranged for participating students.
- A schedule of events for the day will be provided closer to the date.
- Lunch and snacks will be provided for all attendees.

Student Responsibility:

We assure participating students know their responsibilities regarding any missed coursework, assignments, and assessments. It is the student's responsibility to make

every effort to communicate with you in advance, make up for missed work, and ensure a smooth transition during their absence.

We appreciate your understanding and support in providing our students with this valuable opportunity. Your collaboration in excusing them from class on this day is crucial in enabling their active participation in Olympia Days. I appreciate your consideration. Please feel free to reach out if you have any questions or concerns.

Sincerely,

Signature

Contact information