
**Governor's Parental Involvement Initiative Administrative
Excuse Form**

Parent's Name:	_____
Child's Name:	_____
School:	_____
Date of Meeting/ Conference/Activity:	_____
Time Period at School:	_____
Total Hours:	_____

This certifies the above named parent (guardian, in loco parentis) of the child identified has visited the school for a conference with his/her child's teacher or school official, to attend a function involving his/her child or as a volunteer to assist in the child's school activities.

Signature of Teacher and/or School Official

Note: This administrative Excuse Form must be attached to the employees leave form request.