*<<Insert Parish Letterhead>>*

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendance Office

November 1, 2018

RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

Please be advised that the Roman Catholic Church will be celebrating their 15th World Youth Day in January of 2019. World Youth Day Pilgrimage is a worldwide encounter with Pope Francis which is typically celebrated every three years in a different country. This upcoming World Youth Day will be held in Panama City, Panama.

The above mentioned student will be participating in World Youth Day from January 17 to January 28, 2019. We ask that the student wishing to participate in this specific religious event be granted an excused absence during this time.

The student and their family understand that it is the student’s responsibility to complete and/or make-up any assignments and exams while away on their pilgrimage. We hope you understand the personal choice made by the family to actively celebrate their faith in this religious pilgrimage and do not take negative action against the student.

If you are in need of further details or have any questions, please feel free to contact <<Parish Group Leader contact>> or the Parish Office at <<parish phone number>>.

Thank you for your time and understanding of this matter.

Sincerely,