Religious Obligation: Request for Excused Absence

Procedural Guidelines

• The Religious Obligation: Request for Excused Absence form must be completed for consideration of an excused absence from school under Board Policy ACD.

• All requests should be submitted to the school at least two weeks in advance of the requested absence.

• Students are responsible for making up all missed class work and homework.

Student: __________________________________________ Today’s Date: ________________________

School: __________________________________________ Grade: ________________________________

Parent/Guardian: __________________________________________ E-mail: _________________________

Mailing Address: ______________________________________________

Street Address ( ) Phone Number

City, State, and Zip

Religion: __________________________ Religious Holiday/Obligation: __________________________

Date(s) of Absence: __________________________________________

☐ Full Day ☐ Partial Day Departure Time: ___________ Return Time: ___________

(If approved, student must follow the school’s normal early dismissal and late arrival procedures.)

Parent/Guardian Name: _______________________________________

Parent/Guardian Signature: _____________________________________

Principal/Designee Signature: __________________________ Date: ________________

*Attendance Secretary: Please scan and email, or fax a copy of this completed form to the Diversity office, 980-343-1338.

Questions regarding Policy ACD may be directed to José Hernández-Paris at 980-343-0471, or jose.hparis@cms.k12.nc.us