

## Religious Obligation: Request for Excused Absence

### Procedural Guidelines

- The *Religious Obligation: Request for Excused Absence* form should be completed for consideration of an excused absence from school under Board Policy [ACD](#). **Written notification is required**, if not using this form, please submit a written request that includes the information listed in this document.
- All requests should be submitted to the school at least **two weeks in advance of the requested absence**. This will allow enough time for staff to make any necessary accommodations or arrangements with the student for making up all class work, or homework. For additional information related to this form you can [click here](#).

Student: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Religion (Optional): \_\_\_\_\_ 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **\*Attendance Secretaries**

*Please handle religious absence requests with the outmost care for privacy. They are to be stored with the student's individual personal records, and destroyed at the end of the school year. No copies should be made or forwarded.*

Questions regarding the use of this form and/or Policy ACD may be directed to José Hernández-Paris at 980-343-0471, or [jose.hparis@cms.k12.nc.us](mailto:jose.hparis@cms.k12.nc.us)



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