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 utmost 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

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