



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**.
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- 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

City, State, and Zip () _____
Phone Number

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

