

Religious Obligation: Request for Excused Absence

Written notification is required for consideration of an excused absence from school under Board Policy <u>ACD</u>. This form, or other written notification (such as an email), which includes the information requested in this document, should be submitted at least **two weeks in advance of the absence**. This will allow enough time for staff to make any necessary arrangements with the student to make up all class work or homework.

Student:	
School:	Grade:
Parent/Guardian Name:	
Phone Number: ()	Email:
Religion (optional):	
Religious Observance:	
Date(s) of Absence:	
☐ Full Day ☐ Partial Day Depar	rture Time:Return Time:
(Student must follow the school's normal ea	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 in accordance with the provisions of the Family Educational Rights and Privacy Act ("FERPA"), and CMS policy <u>JRA Student Records.</u>

Questions regarding the use of this form and/or Policy ACD may be directed to Chiquitha Lloyd 980-343-8638 or chiquitha.lloyd@cms.k12.nc.us