



Religious Obligation: Request for Excused Absence

Written notification is required for consideration of an excused absence from school under Board Policy [ACD](#). 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 Departure Time: _____ Return Time: _____

(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 in accordance with the provisions of the Family Educational Rights and Privacy Act ("FERPA"), and CMS policy [JRA Student Records](#).

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



Every Child. Every Day. For a Better Tomorrow.



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