



## 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](mailto:chiquitha.lloyd@cms.k12.nc.us)