

## 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: \_\_\_\_\_

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Full Day      Partial D