



### Religious Obligation: Request for Absence

**Procedural Guidelines**

- The *Religious Obligation: Request for Absence* form must be completed for consideration of a lawful (excused) absence from school under Policy 3000, Religious Observances.
- All requests should be received by the school before the date of religious obligation, whenever possible, at the beginning of the school year. If applicable, the request will be forwarded to the Office of Equity Assurance. (Requests not received in advance may not be eligible for approval.)
- In accordance with Policy 9010, Attendance, students returning from lawful (excused) absences have an equal number of days to complete make-up work.
- Questions regarding Policy 3000 may be directed to the Office of Equity Assurance at 410-313-6654.

**Student:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

*Street Address*

\_\_\_\_\_  
*City, State, and Zip*

( ) - \_\_\_\_\_

*Phone Number*

**Religion:** \_\_\_\_\_ *(optional)* **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 Signature:** \_\_\_\_\_

**Principal/Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office of Equity Assurance use only**

**Disposition of Request:**  Approved  Disapproved

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Equity Assurance Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**c: File Administrator/Supervisor Parent/Guardian Sent: \_\_\_\_\_ DB:**