



OBSERVANCE OF RELIGIOUS HOLIDAY /APPROVAL FORM

Date of Request: _____ School: _____

Student's Name: _____ Grade: _____

Reason for Absence: _____

Date(s) for Absence: _____

- _____ • Full Day
- Part Day Time Departing: _____ Time Returning: _____

Student must follow the school's normal early dismissal and late arrival procedures.

[Policy 9010 Implementation Procedures: Attendance](#) and [Policy 3000 Implementation Procedures: Religion Observances](#) details information about Absences for Religious Obligation:

- a. A written request to the principal/designee documenting the need for such accommodation must be made by the parent(s). Whenever possible, this request will be made at the beginning of the school year.
- b. If the approved reasonable accommodation includes excusal from class or school, the absence will be a legal absence for purposes of attendance and making up missed work.

Students with unlawful/unexcused absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

Students returning from lawful/excused absences have an equal number of days to complete make-up work.

The excused absence for religious observance is only for the date(s) of the religious holiday and does not include travel days.

Parent/Guardian Signature: _____

FOR OFFICE USE ONLY

Disposition: Approved for the Following Date(s): _____ Disapproved: _____

Principal's Signature: _____ Date: _____

Diversity, Equity, Inclusion Signature (if required): _____ Date: _____