



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 submitted, whenever possible, at the beginning of the school year, but not later than **two weeks in advance of the request** to the principal. 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: _____ 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: _____