

RELIGIOUS OBLIGATION: REQUEST FOR EXCUSED ABSENCE

DEAR PARENT: Written notification is required for consideration of an excused absence from school under Charlotte Lab School and NC DPI Policy. 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 for making up all class work or homework.

Student's FULL Name: _____

Grade:

Homeroom: _____

Advisor:

Parent/Guardian Name: _____

Phone Number: (_____) _____

E-mail: _____

Religion (optional): _____

Religious Observance: _____

Date(s) of Absence:

Full Day

Partial Day, Departure Time: _____ Return Time: _____

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

Parent/Guardian Signature: _____

Date of Request:



FOR SCHOOL USE ONLY

To Date: _____ # of Excused Absences _____ # of Unexcused Absences _____ # of Total Absences

Request is for an absence that is documented as a religious observance. ___Yes ___No

Number of days approved: _____ Number of days disapproved: _____

Principal's Rationale _____

Signature of Principal: _____ Date: _____

Note: 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"); Absences for religious observance should be coded as 1H.

