



# Request for Excused Absence for Religious Observance

Please **PRINT** and complete in **DARK INK**. Submit completed form to Help Desk in the K. Ray Bailey Student Success Center at least one day **BEFORE** the date of the religious observance.

Student Name \_\_\_\_\_ Student ID |\_|\_|\_|\_|\_|\_|\_|\_|\_|  
Print

Name/Title of religious observance \_\_\_\_\_

Day(s) and Date(s) of Requested Absence for the Religious Observance \_\_\_\_\_

**Instructor Notification** In compliance with House Bill 357, School Absence for Religious Holidays, each A-B Tech Community College student is eligible to take up to two calendar days as an excused absence for religious observances each academic year.

**Signature of instructor indicates arrangements have been made to make up missed work. Attach additional explanation of arrangements if needed.**

\_\_\_\_\_  
Course Prefix, Number, Section      Date and time      Instructor signature

\_\_\_\_\_  
Course Prefix, Number, Section      Date and time      Instructor signature

\_\_\_\_\_  
Course Prefix, Number, Section      Date and time      Instructor signature

\_\_\_\_\_  
Course Prefix, Number, Section      Date and time      Instructor signature

\_\_\_\_\_  
Course Prefix, Number, Section      Date and time      Instructor signature

\_\_\_\_\_  
Course Prefix, Number, Section      Date and time      Instructor signature

I acknowledge that I have not requested more than two calendar days of excused absences for a religious observance during the current academic year. An academic year is fall, spring and summer semesters, in that sequence.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

This request complies with the college policy on excused absences for religious observance.

Approved by \_\_\_\_\_ Date \_\_\_\_\_