

# Absence for Religious Holy Days

## **Steps to request an unexcused absence for a religious Holy Day:**

1. Student and/or parent must submit an advanced written request for religious Holy Day to Mrs. Jackson, KMS Attendance Secretary.
2. KMS Administrators will review the request and make a determination
3. Student/parent will be notified of decision regarding requested date
4. After absence, student and parent must return with documentation of observance

## **Request should include the following**

1. Student name and grade
2. Date of requested absence
3. Name/description of religious Holy Day
4. Parent name and contact information

If you have questions or concerns, contact Mrs. Ferguson (7<sup>th</sup> Grade) or Mr. Johnson (8<sup>th</sup> Grade) at 972-882-5900 (fax 972-882-5942).