

NOTIFICATION OF RELIGIOUS HOLY DAY ABSENCE

STUDENT NAME _____ Banner ID _____

DATE(S) OF HOLY DAY(S) _____

COURSE _____ SECTION _____

NOTE TO STUDENT: A letter from a religious official must accompany this form.

The letter should:

1. Verify the date of the holy day(s).
2. Indicate property tax exemption of the place of worship as per Section 11.20, Tax Code.
3. Be written on official letterhead stationery.

Acknowledgements:

Student Signature _____ Date _____

Instructor Signature _____ Date _____

STUDENT OBLIGATION

In compliance with Senate Bill 738, a student shall be excused from a class to observe a religious holy day provided the student personally, in writing, or by certified mail (receipt - requested), notifies the instructor of each class the student has scheduled on that date that the student will be absent for a religious holy day. The student must provide notification not later than the 12th day after the first day of the semester.

INSTRUCTOR OBLIGATION

The instructor shall permit the student without penalty to take an examination or to complete an assignment scheduled for that day within two weeks after the date of the absence.

PROCEDURES FOR FORM

1. Availability: Departmental Office or Counseling Center.
2. Disposition: The instructor shall maintain the Notification of Religious Holy Day Absence for one full semester after the grade for the class has been reported. A copy will be given to the student.