



Belle Terre Elementary School

5545 N. Belle Terre Parkway, Palm Coast, FL 32137
(386) 447-1500 FAX (386) 447-1516

Katrina Feola
Michael Rinaldi
Assistant Principals

Jessica DeFord, Principal

REQUEST FOR EXCUSED ABSENCE DUE TO RELIGIOUS HOLIDAY/OBSERVANCE

This form must be submitted to the school attendance clerk at least 3 school days PRIOR to the first day of absence for the event.

Student Name: _____

The student listed above is an active participant in the religious organization/church/synagogue _____ and will be participating in the following religious holiday/observance/event: _____.

The date(s) of the school absence will be _____.

Religious Leader's Name Printed _____

Title Position of Leader _____

Address _____

Phone Number _____ Fax Number _____

Signature _____

Date _____

Parent Signature _____

Initial Each:

_____ I understand student attendance is tied directly to student success.

_____ I understand that for an absence to be excused, I must send a written note after each absence which will provide the dates and state, "See religious note on file".

_____ I understand my child must make up the work to receive credit.

DATE: _____

Date Rec'd in School Attendance Office: _____

Rec'd by: _____

Approved _____ Denied _____

Signature of Administrator/Designee _____