

**Notification of Intent to be Absent
for the Observation of Religious Holy Days**

Procedural Requirements: Pursuant to Section 51.911 of the Texas Education Code, students are to be granted excused absences for the observation of religious holy days. A religious holy day is defined as a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code. In order to receive excused absences, this form must be completed by the student and presented to the instructor by the deadline specified in the College's academic calendar. The complete requirements for submission of this form are contained in the procedure entitled "Notification of Intent to be absent for the Observation of Religious Holy Days" as contained in The Catalog and the Faculty Handbook.



Please Print of Type All Information:

To: _____, Instructor for _____, Section _____

Course Prefix/Number

From: _____ ID# _____

Student Name

The following represents notification to you of my intent to be absent from class during this semester for the purpose of observing holy days of my religion.

Name of Religious Institution: _____ Tax Code # _____

Name of Holy Day (s)	Date (s) of Holy Days	Class Days to be Missed

Student Signature: _____ Date: _____

To Be Completed By Instructor:

Student Absences on the dates indicated above will be excused _____/unexcused _____

If unexcused, indicate reason: _____

If excused, complete the following:

Assignments to be Completed	Deadline for Submission	Penalty for Late Submission

Instructor Signature: _____ Date: _____