



**SOUTH PUGET SOUND COMMUNITY COLLEGE  
Student Absence for Faith or Conscience Form**

**Please Submit the Completed Form to the One Stop in Building 22.**

**INSTRUCTIONS TO COMPLETE THIS FORM** – All information must be filled out completely for this form to be accepted and processed

- Step 1.** The requestor will fill in “SECTION – A” and “SECTION – B” then forward the request to the One Stop in Building 22 or Lacey Campus.  
**Step 2.** Enrollment Services will log the request for tracking to ensure the maximum of two days per calendar year have not been exceeded.  
**Step 3.** Enrollment Services will email the necessary instructor(s) of the excused absence(s).

**Other Important Information:**

- Only the requestor will be able to submit a request on their behalf.
- Student must submit request two weeks prior to the absence or as soon as reasonably possible once the need is known.
- The student is responsible for making arrangements with their instructor to make up missed assignments, quizzes, tests, and/or projects.
- The student is responsible for notifying the One Stop immediately if the day(s) are not taken due to any changes.

**SECTION – A**

Requestor Name (Print Full Name):	SID #:	Phone Number:
Quarter: Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/>	Today’s Date	Date of Absence(s):
<b>Requestor Signature:</b>		

**SECTION – B List All Courses and Instructor Name for Each Class That Will Be Missed on Date of Absence(s)**

Course Title	Instructor Name	Date:

Staff Notes:
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**In accordance with RCW 28B.10.039, students are entitled to two days of excused absences per calendar year for reasons of faith or conscience, or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students’ grades may not be adversely affected by absences authorized under this policy. Each absence under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. Students must notify the College in writing two weeks prior to the absence, or as soon as reasonably possible once the need is known. The College shall make no judgment about the legitimacy of reasons of faith or conscience.**

**The requestor and/or department should retain a copy of the completed form for their records. South Puget Sound Community College does not discriminate on the basis of color, race, national origin, sex, disability, sexual orientation or age in its programs and activities. Students who need disability accommodations should contact Disability Support Services in Bldg. 22, email dss@spscc.edu or call 360-596-5306 or TTY 360-596-5439.**