March 10, 2022

***VIA METHOD OF DELIVERY***

ADDRESSEE

**RE: Ramadan Religious Accommodations Request**

Dear ADDRESEE,

 My name is [*insert full name*]. I am [*a \_\_\_\_grade student/parent of a \_\_\_\_\_grade student*] at [*school*].

As you may be aware, Ramadan, the holy month of Islam, will occur during this academic school year. For 2022, Ramadan began on **April 2, 2022,** and will end on **May 1, 2022**. Ramadan is a time for growth, reflection, and community engagement. During this time, Muslims generally observe Ramadan’s fast between dawn and sunset and do not drink or eat anything during this time. Further, it is common for Muslims to increase their prayers and charity during Ramadan.

Muslims are also required to observe their five daily prayer times during Ramadan. These prayers fall at: (1) dawn; (2) noon; (3) midafternoon; (4) sunset; and (5) during the evening. While performing the five daily prayers is obligatory for Muslims throughout the year, doing so is especially relevant during Ramadan. These prayers typically take 5-10 minutes to complete and are equivalent to the time usually necessary to take a restroom break. As such, please be prepared to accommodate any requests for prayer breaks during Ramadan.

At the conclusion of Ramadan, Muslims celebrate with the Eid ul-Fitr holiday, which is estimated to occur on Monday, **May 2, 2022**. Eid al-Fitr celebrations begin on the day after the month of Ramadan. Typical festivities include congregational prayer, gatherings with family and friends, gifts, and entertainment. As the Eid ul-Fitr holiday will occur on a weekday, please be prepared to excuse the absence of [*name*] who will observe this holiday and to modify any assignment or test due dates that may coincide with these dates.

My child will require a reasonable accommodation to be able to practice our sincerely held religious belief, and at the same time, ensure academic success. This includes providing sufficient time for makeup work, excused absences, alternative assignments, and other means to ensure that my child does not suffer a disadvantage for participating in Eid festivities.

In sum, I am requesting that [*name*] be allowed to observe Ramadan and Eid according to [*his/her*] sincerely held beliefs.

I appreciate your immediate attention to this matter. Should you have any questions about this letter, please do not hesitate to contact me at [*phone number*]. Thank you.

Sincerely