**[DATE]**

**PRINCIPAL/SUPERINTENDENT**

**SCHOOL NAME**

**ADDRESS CITY, STATE, ZIP CODE**

**EMAIL | PHONE**

RE: 2023 Ramadan and Eid Religious Accommodations Request

Dear **[PRINCIPAL/SUPERINTENDENT]**:

My name is **[name]**, and I am the parent of **[student name]**, grade **[number]**, at **[school name]**. **[Student name]** is Muslim, and **I am requesting an accommodation** **to make it easier them to pray and fast in accordance with our family’s sincerely-held religious beliefs during the month of Ramadan**. I am also requesting you provide **[student name]** with an excused absence on Eid al-Fitr (EED-al-FITTER), or “feast of fast breaking” holiday.

Many school districts across the country work to ensure that Muslim students have access to religious accommodations, as required by federal and state law, during the month of Ramadan, and the following Eid celebration.

**This year, the month of Ramadan will begin around Wednesday, March 22, and will end around Thursday, April 20. The Eid al-Fitr holiday, marking the end of the fast, will begin on or about Friday, April 21.** Because many Muslims calculate the start and end of Ramadan and Eid based on moon sightings, it is common for Muslims to have different views about when Ramadan and Eid start and end.

Ramadan is the month on the Islamic lunar calendar during which Muslims abstain from food, drink and other sensual pleasures from break of dawn to sunset. Eid al-Fitr is the first of the two major Muslim holidays. The second holiday, Eid al-Adha (EED-al-ODD-ha), comes near the end of the Hajj, or pilgrimage to Mecca. Ramadan is a time for growth, reflection, and community engagement. Muslims observe the

Ramadan fast generally between dawn and sunset and do not drink water or eat anything during this time. Prior to fasting each day, Muslims will typically consume a pre-dawn meal, called suhoor. The time when dawn begins varies depending on location and changes over the course of Ramadan, as dawn begins at a slightly different time each day. You can calculate the time Muslims must finish eating suhoor here: <https://www.islamicfinder.org/ramadan/> (note that the website uses your location to calculate times).

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 a restroom break. For decades, courts have agreed that these breaks are reasonable and do not pose an unreasonable burden.

As the parent of **[student name]**, I request that they be allowed to observe Ramadan and Eid in accordance with their beliefs and well-established law. Allowing breaks to begin or conclude their fast and allowing brief breaks for prayer during the day are reasonable and will not interrupt school and administrative functions. In previous instances, school administrators have accommodated students by allowing them to leave class to go to a private multipurpose or activity room to conduct their daily prayers, along with providing students with the choice to attend a study hall instead of a lunch period during Ramadan.

I also request that **[student name]** be given an excused absence on [date] to celebrate Eid al-Fitr with their family, friends, and community. Any schoolwork missed or tests can be made up. Please do not hesitate to contact me to further discuss providing these accommodations while continuing to promote a safe and supportive school environment. Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[PARENT NAME]

ADDRESS CITY, STATE, ZIP CODE

EMAIL | PHONE