

Dear [Principal/Teacher's Name],

I am [Student's Name]'s parent. I am reaching out to inform you that the Islamic month of Ramadan is coming up. Ramadan will start on Wednesday, March 22 and end on/around Friday, April 21. Muslims typically fast from dawn to sunset during the month of Ramadan. Fasting includes abstention from all food and drink.

[Student's Name] will require a reasonable accommodation to be able to practice our religious belief of fasting in the month of Ramadan. We anticipate [Student's Name] will need to be excused from participating in certain in-school or out-of-school activities, such as gym activities. Specifically, I need [list specific accommodation needs for exams or assignments.]

In addition, [Student's Name] will be celebrating Eid al-Fitr (the Islamic holiday that follows Ramadan) on/around Friday, April 21, and therefore will require additional accommodation for this day. Celebrating Eid is a religious obligation for Muslims. Because the Islamic calendar is a lunar calendar, these dates change every year, and sometimes the exact date of Eid al-Fitr is not determined until the night before.

The requested accommodation includes excusing [Student's name] absence on Eid, sufficient time to do makeup work, assignment assistance to the extent that it may be needed, and any other assistance to ensure they are not disadvantaged for participating in Eid festivities.

If you have any questions or concerns, please do not hesitate to contact me. Thank you.

Sincerely,

[Parent's Name]

[Insert your preferred contact info: email and/or phone]