

**Administrative Procedures for Exemption from Instruction**  
(Attachment for Policy No. 105.2)

**Purpose**

The School District of Philadelphia (“District”) respects the rights of parents/guardians to have their children excused from specific instruction that conflicts with their religious beliefs.

**Procedures**

A Principal shall excuse any student from specific instruction, subject to the following conditions:

Submission of a request by parent/guardian or eligible student:

1. To assist the District in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.
2. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or the parent/guardian.
3. The parent/guardian or eligible student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the learning objectives set for the course and does not require the provision of any extra resources by the District.
4. The written request to be excused must be sent to the school’s principal.

**Responsibilities**

*Student*

It shall not be the responsibility of the District or any of its employees to ensure that the student exercises their right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented.

All students excused from specific instruction shall be required to achieve the academic standards established by the District as necessary for graduation.

*Teacher*

When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.

*Principal*

The Principal shall determine where the student shall report during the time the student is excused.

The Principal may seek assistance through the Office of Curriculum, Instruction, and Assessment in development of an alternative means for achieving the learning outcomes necessary for graduation.