

TexasHillel

The Topfer Center for Jewish Life

The Abe & Annie Seibel Building at The University of Texas at Austin

Dear <Insert Professor Name>:

I am writing to inform you that I may be missing a few classes in observance of the Jewish High Holy Days. I wanted to make sure to be in touch early to make arrangements for any assignments, quizzes, or exams that I may need to make up.

The dates listed below are Jewish holidays during which I will not be able to participate in classes, do other school work, and will be unavailable (including by phone or email).

September 11-13: Rosh HaShanah

September 20-21: Yom Kippur

September 25-October 2: Sukkot

Work is permitted September 28-October 2 before sundown

October 3-4: Shemini Atzeret & Simchat Torah

I may be observing traditional rules around work and use of electronics and may need to work with you on what reasonable accommodations look like.

Thank you so much for your understanding and flexibility!

Sincerely,

<Your Name>

<Your Contact Info>

<Your EID>

For questions about High Holy Day observances, please reach out to Texas Hillel Foundation.

Thank You,



Jordenne Parker

Associate Director

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