

Dear Professor [Last Name],

My name is [Your Name], and I'm a student in your [Course Name and Section] this semester.

I'm writing to respectfully request a religious accommodation during the week of Eid al-Adha, one of the two major holidays for Muslims worldwide. The holiday is **expected to fall on Wednesday, May 27th, 2026** and since this date falls during finals week, I want to work with you proactively, so my observance doesn't affect my standing in the course's [the final exam/project/assignment] scheduled during that week. To ensure the above, I would like to request one of the following:

- Take the exam or submit the assignment on an alternate date; or
- Any other arrangement that works for you and does not conflict with the 27th of May.

I'm fully committed to meeting all course requirements and happy to complete make-up work on whatever timeline works best. Please let me know if you need any documentation from me.

Thank you for your understanding and support.

With respect,

[Your Full Name]

Student ID: [#####]

[Phone] | [Student Email]

ADDITIONAL NOTE FOR STUDENTS

California legal & policy language you can add to your email if needed

Most professors will say yes without needing the legal background. But if you'd like to include it from the start — or if your professor pushes back — you can add this paragraph after the bulleted options:

- [Under California Ed Code 76121](#), which requires California Community Colleges to accommodate students whose religious beliefs conflict with examinations or required academic activities, and to allow them to complete the work without penalty.

- Make sure to check the website for your respective community college's specific Board Policy/Administrative Procedure on religious accommodation (usually on your college's website under "Board Policies" — most are in the BP/AP 4000 or 7000 series). Naming your own district's policy by number is more persuasive than citing state law alone. Although you must check for the specific Board Policy/Administrative Procedure (BP/AP) California Community Colleges typically address religious observance for students and staff within the 4000 (Student Services) or 7000 (Human Resources) series, often based on Title 5 Regulations and state law. These policies generally provide for reasonable accommodation of religious beliefs, including time off for holidays or prayer, provided they do not create undue hardship.
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Tips before sending:

- Send the request as early as possible — ideally at least two weeks before the holiday. California law expects reasonable advance notice from the student.
- If the professor doesn't respond or denies the request, escalate in this order: department chair → dean → Office of Student Equity or Title IX/EEO. Keep everything in writing (documenting through email – legally it becomes discoverable)