

Act 175

Sample Parent Letter

PARISH STATIONERY

Parent Address:

Date:

Inside Address:

Dear Superintendent _____ (Name):

Under section 1546 of the "Public School Code," as amended by Act 175 of 1982, I hereby request that my child, _____ (Name of child or children), be excused from attendance at _____ (Name of public school) on the date(s) of _____ (Date or dates of faith formation program; if partial days are included, indicate precise time of day that students are requested to be released) in order to attend a religious instruction program conducted by _____ (Name of parish, diocese, or agency that will be conducting the religious instruction program)

I appreciate the excused release of my child from public school attendance for participation in this religious instruction program, which I deem to be important to his or her total educational growth and development as a person. I understand my child will be given ample opportunity to make up the missed public school classwork or assignments.

I will see to it that my child attends the religious instruction program for which he or she is being released from school and I hereby authorize the faith formation administrator who is responsible for the religious instruction program to serve in loco parentis for me to attest to my child's attendance at the religious instruction program session(s).

Respectfully yours,

(Signature of Parent)

Act 175

Sample Administrator Letter

PARISH STATIONERY

Date:

Inside Address:

Dear Superintendent _____ (Name):

This is to inform you officially that the Catholic _____
(Name of sponsoring diocese or parish etc.) is conducting a religious instruction program for Catholic students that attend _____ (Name of public school or schools) in the _____ (Name of school district) on _____ (Specify date or dates and starting and ending hours of faith formation program).

In reference to the faith formation program, I am hereby transmitting to you the letters of parents of public school children in your district that will be attending the instructional program. These parents are requesting that their children be excused and released from public school under Section 1546 of the Public School code, as amended by Act 175 of 1982, in order to attend the religious instruction program.

This released-time religious instruction program is part of the Catholic instructional and formational program as authorized by the Catholic Diocese of _____ (Name of diocese).

As you can see, the parents are authorizing us to serve in loco parentis for them to attest to you that their children do in fact attend the instruction on the dates and hours when the program is conducted. We will provide such attendance verification following the religious instruction program.

We appreciate your cooperation in excusing and releasing the students from public school class in order to attend this faith formation program, which we feel is very significant to the total educational growth and development of the children.

Respectfully yours,

(Signature of Faith Formation Leader)

Act 175

Sample Verification Letter

PARISH STATIONERY

Date:

Inside Address:

Dear Superintendent _____: *(Name)*

I hereby attest that the religious instruction program, available to some students in schools of the _____ *(School district)* was conducted as planned on the dates of _____ *(Indicate days and hours of program)*. This program was conducted by the _____ *(Name of parish)*.

With this letter I am enclosing the roster of students that attended the religious instruction on the dates and hours when the program was conducted. For students who did not attend the religious instruction for which they were released from public school attendance, I enclose a written letter of excuse from the parents of such students.

I appreciate your cooperation in excusing the students from their public school classes so that they could attend the religious instruction, which I feel is a significant part of their total education and growth. Please relay my sentiments of gratitude to your school administrators and faculty members who cooperated in the release of these students for the religious instruction program.

Respectfully yours,

(Signature of Faith Formation Leader)