

**Council on American-Islamic Relations**  
**Template Message to School Officials for Muslim Parents to**  
**Request Religious Accommodations**

**[DATE]**

**PRINCIPAL/SUPERINTENDENT**

**SCHOOL NAME**

**ADDRESS CITY, STATE, ZIP CODE**

**EMAIL | PHONE**

RE: Religious Accommodations Request

Dear **[PRINCIPAL/SUPERINTENDENT]**:

My name is **[name]**, and I am the parent or legal guardian of **[student name]**, grade **[number]**, at **[school name]**. **[Student name]** is Muslim, and I am requesting an accommodation to enable **[him/her]** to practice **[his/her]** faith in accordance with our family's sincerely-held religious beliefs during the school year. I am also requesting you provide **[student name]** with the following religious accommodation: **[insert accommodation request]**

Many school districts across the country work to ensure that Muslim students have access to religious accommodations, as required by federal and state law. Faith plays an important role in our child and family's lives. You may find that some Muslim students may not request these accommodations because they choose to have different views on the practice of our faith, and that is not uncommon.

As the parent of **[student name]**, I request that **[he/she]** be granted these accommodations in accordance with their beliefs. Please do not hesitate to contact me if you have any questions as you continue to promote a safe and supportive school environment. Thank you for your time and understanding. I look forward to hearing from you soon.

Sincerely,

**[PARENT NAME]**

**ADDRESS CITY, STATE, ZIP CODE**

**EMAIL | PHONE**

[Contact CAIR's Maryland office at [mdoutreach@cair.com](mailto:mdoutreach@cair.com) to schedule a meeting or with any questions or concerns.]