

### **1. For Students Missing Class:**

- Students who will be missing class are asked to email their professors, as far in advance as possible, before the holiday to let them know they will not be in class that day due to a religious observance.
- The email should be respectful and brief, ask what they need to do prior to the next class meeting and whether class notes or recordings will be available for the class they are missing. [Click here for a sample email.](#)
- At the beginning of the next class meeting, students should introduce themselves to the professor and follow up on any assignments or class notes they may have missed.
- If you need further help or support navigating your religious observance and courses [please contact Associate Dean for Religious & Spiritual Life, Rabbi Laurie Hahn Tapper.](#)
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### **2. Professors being asked to accommodate students missing class due to High Holiday religious observance**

- Instructors may anticipate student absence for religious observance on Monday September 26th and Tuesday the 27th for Rosh Hashanah and Tuesday evening October 4th and Wednesday, October 5th for Yom Kippur. For a full list of religious observances throughout the academic year, please see [ORSL's website](#). There you will be able to download all religious observances into your Outlook calendar.
- Instructors are encouraged to work with students who will be missing class prior to the religious observance to provide accommodations, including access to the syllabus, preparation for the next class meeting, class notes and recordings when available, and instructions for any assignments that may come from the first class.
- Instructors are encouraged not to penalize students for absences on the first day, nor remove students from the course roster.
- Instructors are asked to work with students following the religious observance to welcome and include students into the class.

### **3. For Professors Canceling Class**

- Instructors who wish to cancel their classes on Rosh Hashanah or Yom Kippur are asked to consult with their appropriate cognizant dean or department chair as to what is expected for making up the canceled class.

## Sample Email

Dear Professor \_\_\_\_\_,

My name is YOUR NAME and I am excited to be taking your INSERT CLASS NAME course this fall. However, I will be unable to attend the first class due to religious observance. (Optional to include the name of the holiday: the Jewish holiday of [Rosh Hashanah](#))

I am writing to let you know I am committed to taking your course and will be there at the second meeting.

I have read the syllabus and will come having read and completed the readings and assignments listed there.

Are there other ways I can prepare myself for the second class meeting?

I understand some lectures at Stanford are recorded. If you are planning to record this course this quarter, could I have access to that recording prior to the second meeting?

I am looking forward to learning with you.

In gratitude,

YOUR NAME