



# OCPS Excused Absence Form

Please complete and turn in with a copy of any necessary legal documentation to the attendance office within **48 hours** of a student returning from absence(s).

### Please Print

Student Name		Student Id#
Parent Name		
Home Phone	Work Phone	
Date Of Absence(s) / /		

The following reasons are accepted per OCPS guidelines. Please check the applicable box and write a brief explanation or attach other documentation. Phone calls cannot be used to excuse a student's absence from school.

- |  |  |
|--|--|
| <input type="checkbox"/> Medical / Dental Appointments     | <input type="checkbox"/> Illness or injury of student              |
| <input type="checkbox"/> Courts dates                      | <input type="checkbox"/> Pre-approved absence of educational value |
| <input type="checkbox"/> Death or illness of family member | <input type="checkbox"/> Recognized religious holiday              |

Explanation
Parent Signature _____ Date / / _____

### For Official Use Only

- Approved
- Disapproved      Reviewed by \_\_\_\_\_ Date / / \_\_\_\_\_

Notes

\_\_\_\_\_ • Orlando, Florida      • (407)

Place School Address

"The Orange County School Board is an equal opportunity agency"