



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.

- Medical / Dental Appointments
- Courts dates
- Death or illness of family member
- Illness or injury of student
- Pre-approved absence of educational value
- Recognized religious holiday

Explanation _____

Parent Signature _____ Date _____

For Official Use Only

- Approved
 - Disapproved
- Reviewed by _____ Date _____

Notes _____

School Name

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