

Lake Buena Vista

HIGH SCHOOL

PRE-APPROVED ABSENCE APPLICATION



11305 Daryl Carter Parkway

Orlando, FL 32836 Telephone: 407-315-7940

Assistant Principal, Carol Morris

A pre-arranged absence does not automatically excuse a student from school. Absences from school must coincide with Orange County School Board attendance policies. OCPS approved absences for:

- Illness, injury or other medical conditions*
- Illness or death of a family member of the students immediate family*
- Recognized (or established) religious holidays and/or religious instruction.*
- Medical appointments, in conjunction with written physical statement*

Directions: This form MUST be submitted to allow sufficient time for all parts to be completed before student takes the absences. Form must be completed and returned at least 3 days (72 hours) prior to absence.

Step 1: Student Information

Student Name: _____

Grade: _____

Student Number: _____

Date(s) to be absent: _____

Reason: _____

I agree to make-up work assigned either before my departure or upon my return within the time limits of the school make-up policy. If my absences are considered unexcused, I will contact my teachers regarding missed work and follow their make-up policy as outlined in the student syllabus.

Student Signature: _____

Continue to back

Step 2: Parent Information

I understand my student's absence(s) will only be approved if the reason meets the attendance criteria set forth by OCPS School Board.

Parent Name: _____

Parent Signature: _____

Parent Phone: _____

Step 3: Requested Teacher Information

Period	Teacher Signature	Date Work to be Completed
1		
2		
3		
4		
5		
6		
7		

Turn in your completed request to Attendance for administrative review.

~Administrative use only~

Approved to be excused: _____

Determined unexcused: _____

Administrator signature: _____

Date: _____

Comments:
