

**GLENRIDGE MIDDLE SCHOOL
PRE-ARRANGED ABSENCE REQUEST**

Student: _____ Grade: _____

First date student will be absent: _____

Date student will return to school: _____

Reason for absence: _____

I have read the OCPS Attendance Policies for excused absences printed on the back of this form.

I have read the policies for pre-arranging an absence printed on the back of this form.

I understand that my child is responsible for getting his/her assignments and making up tests and class work missed during this absence.

Parent/Guardian signature

Student signature

Daytime phone number

Date

_____ This absence has been APPROVED and will be excused.

_____ This absence has NOT BEEN APPROVED and will be unexcused.

Principal or designee

Date

GLENRIDGE MIDDLE SCHOOL
2900 Upper Park Road
Orlando, FL 32814
407-623-1415

PRE-ARRANGING AN ABSENCE

When a student needs to pre-arrange an absence, a specialized form may be obtained from the attendance office. This form needs to be completed by the parent or guardian and returned to the attendance office at least two days prior to the absence.

Orange County Public Schools Attendance Policies allow excused absences for the following reasons:

1. Illness, injury or other insurmountable condition
2. Illness or death of a member of the student's immediate family
3. Recognized (or established) religious holidays and/or religious instruction
4. Medical appointments
5. Participation in an approved activity or class of instruction held at another site
6. Pre-arranged absences of educational value with the principal's prior approval
7. Head lice infestation (up to four days per school year)
8. Catastrophic disasters that significantly impact the life of the student (example: loss of residence from natural disaster)

The principal applies the following criteria consistently with each request:

1. Could this trip be realistically taken during the student vacation days?
2. Is the learning from the trip part of the Sunshine State Standards required of the student in middle school?
3. If so, has the student requested and agreed to a project assignment with one of his/her teachers? This project must be related to the curriculum standards and the teacher has agreed to grant credit for the project.
4. Will the learning project be part of the student's agenda during the travel?