

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
- ☐ Illness or injury of student
- ☐ Court dates
- ☐ Pre-approved absence of educational value
- ☐ Death or illness of family member
- ☐ Recognized religious holiday

Explanation: _____

Parent Signature: _____
Date: _____