



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

☐ Illness or injury of student

☐ Courts dates

☐ Pre-approved absence of educational value

☐ Death or illness of family member

☐ 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"