



OCPS ACADEMIC CENTER FOR EXCELLENCE
2023-2024 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 in Blue/Black Ink

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 use to excuse a student's absence from school.

- | | |
|--|---|
| <input type="checkbox"/> Medical/Dental Appointment (<i>attach Dr.'s note</i>) | <input type="checkbox"/> Illness or injury of student |
| <input type="checkbox"/> Pre-approved absence of educational value | <input type="checkbox"/> Court Dates (<i>attach letter</i>) |
| <input type="checkbox"/> Death or illness of family member | <input type="checkbox"/> Recognized religious holiday |

Explanation:
Parent Signature: _____ Date: _____

For Official Use Only

<input type="checkbox"/> Approved	Reviewed by: _____ Date: _____
<input type="checkbox"/> Disapproved	
Notes	

OCPS Academic Center for Excellence • Orlando, Florida 32805 • 407-866-1280

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



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