

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).

STUDENT NAME: _____

Student ID#: _____

Parent Name: _____

Home Phone: _____ Email: _____

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 AND EMAILS CANNOT BE USED TO EXCUSE A STUDENT'S ABSENCE FROM SCHOOL.

- Medical/Dental Appointments – *please turn in a note from medical/dental office*
- Illness or injury of student – *typically up to 5 non-consecutive occurrences per year without a doctors note are acceptable*
- Court Dates
- Pre-approved absence of educational value – *must be turned in at least 5 days prior to absence, please use Pre-Notification of Absence Form*
- Death or illness of family member
- Recognized religious holiday

Explanation:

Parent Signature: _____ Date: _____

For Official Use Only

Excused Reviewed By: _____ Date: _____

Unexcused Notes: _____