

OSCEOLA COUNTY SCHOOL DISTRICT, FLORIDA

PARENTS' REQUEST FOR PRE-ARRANGED EXCUSED STUDENT ABSENCE

The Principal shall have the final authority to grant “pre-arranged excused” absences.

Date: _____ School of Enrollment: _____ School Year: _____

Student Last Name: _____ Student First Name: _____

Date of Birth: _____ Student ID Number: _____ Grade _____

I am requesting to take my child out of school by the following dates (3 days limit excused):

Dates: _____

The reason for the absence(s) is: (Please give a brief explanation)

Situations warranting a "Pre-arranged excused" absence shall be for any absence which would be considered "excused". Supporting documentation, as outlined in the [Student Code of Conduct](#), will be required.

Arrangements for make-up work will be made in advance with the instructor or each class. The student is responsible for the completion of all work. Teachers of each class shall, to the best possible fashion for subject area, consider the assignments, grading materials, and recording grades. Each teacher shall set a timeline for receiving the student’s work for credit; it will not exceed twice the number of days of attendance. Non-excused pre-arranged absences considered “accounted for unexcused” may not be eligible for credit make-up work.

Parent Name (Print) _____ Parent Signature _____

Phone number _____ Email _____

Parent Driver’s License Number _____

I <input type="checkbox"/> approve <input type="checkbox"/> disapprove this Pre-established Excused Absence Request for the above student.	
Principal Signature _____	Date _____

Submit Form