



Attendance

School Hours 9:30-4:25 M, T, TR & F Wednesday 9:30-3:25

Students are to be in class at 9:30 otherwise they are considered tardy to school.

Dismissals are not permitted during the last hour of school.

Need to report an absence?

Email: molly.trcka@osceolaschools.net

Call: 407-479-9298 EXT: 73200

General Excused Absences:

Parents must contact the attendance office whether by phone or email for an absence to be excused. Each student is allowed up to 5 excused absences per semester by a parent/guardian, without medical documentation. Three consecutive days of absence is the maximum excusable days without formal documentation.

Excusable reasons are illness, injury, or medical/court appointments.

Religious holidays such as Ramadan, Eid, Yom Kippur that occur on scheduled school days are excused when the parent/guardian contacts the school in advance.

Family reunions or extended travel are not excusable absences.

Medically Excused Absence:

For an absence to be medically excused, a doctor's note from the medical provider must be submitted to the attendance office. Documentation should be submitted the same month as the absence. Please note that medical excuses will only be noted for the date(s) stated by the provider.

Pre-Arranged Absence:

A pre-arranged absence form must be completed and signed by the parent/guardian with supporting documentation. Pre-arranged absences cannot exceed 3 days. Students not returning within 5 days may be withdrawn.

Forms and additional information can be obtained from the front office.

Reminder, every five tardy to school or early release from school are equal to one unexcused absence