



Windermere High School
5523 Winter Garden Vineland Road
Windermere, FL 34786
Phone: 407-347-0980



OCPS EXCUSED ABSENCE FORM

Please complete this form and turn it in with a copy of any necessary legal documentation to the attendance office **within 48 hours** of a student returning from absence(s). **Students with 3 or more absences require a doctor's note or legal documentation if it's a court proceeding.**

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
- Court dates
- Pre-approved absence of educational value
- Death or illness of family member
- Recognized religious holiday

Explanation: _____

Parent /Guardian signature: _____ Date: _____

For Official Use Only

Approved Reviewed by: _____ Date: _____

Disapproved

Notes: _____
