

SUNRIDGE MIDDLE SCHOOL

Amy McHale, Principal
14955 Sunridge Boulevard
Winter Garden, FL 34787
Phone: 407-656-0794 Fax: 407-656-0806

ADVANCE REQUEST FOR STUDENT ABSENCES

Student Name: _____ Grade: _____ Date: _____

Pre-arranged absence is required for the following date(s): _____

Reason for absence:

If an absence is approved, **the student will have total responsibility for any and all work that is missed.**

Please be aware that the only excused absences according to Florida State Law are:

- Illness or death in the immediate family
- Holiday of religious faith
- Participation in an off-campus academic class/program

All other absences will be unexcused unless pre-approved and signed by an administrator. Five (5) unexcused absences in a 9-week period MAY constitute a failure for that term.

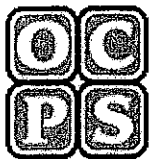
Student Signature: _____

Parent Signature: _____

APPROVED

DISAPPROVED

Administrator Initials: _____



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).

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

☐ Courts dates

☐ Pre-approved absence of educational value

☐ Death or illness of family member

☐ Recognized religious holiday

Explanation _____

Parent Signature _____

Date / /

For Official Use Only

☐ Approved

☐ Disapproved

Reviewed by _____

Date / /

Notes _____

Place School Address • Orlando, Florida

• (407)

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