

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PARENT REQUEST FOR PRE-ARRANGED EXCUSED ABSENCE OF STUDENT

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

Date _____ School of Enrollment _____ School Year _____

Student Last Name _____ First Name _____

Date of Birth _____ Student I.D. Number _____ Grade _____

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

_____ Date _____ Date _____ Date _____

Students not returning from pre-arranged excused absences within 5 days may be withdrawn for non-attendance.

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 Code of Student Conduct, will be required.

Arrangements for make-up work shall be made in advance with the instructor of 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 for make-up work.

Parent Name _____ Parent Signature _____

I approve disapprove this Pre-Arranged Excused Absence Request for the above student.

Principal Signature _____ Date _____