

Dr. Phillips High School

PREAPPROVED ABSENCE APPLICATION

6500 Turkey Lake Road, Orlando, Florida 32819

Telephone: (407)355-2200

Attendance Clerk: Gisselle Burgos

A pre-arranged absence form does not automatically excuse a student from school. Absences must coincide with Orange County School Board attendance policies. OCPS approves absences for:

- *Illness, injury or other medical conditions*
- *Illness or death of a family member of the student's immediate family*
- *Recognized (or established) religious holidays and/or religious instruction*
- *Medical appointments, in conjunction with written physical statement*

Directions: This form **MUST** be submitted to allow sufficient time for all parts to be completed before the student takes the absence(s). Return completed form at **least** 3 school days prior to the absence.

Step 1: Student Information

Student Name: _____ Grade: _____
Student Number: _____
Date(s) to be absent: _____
Reason for absence: _____

I agree to make-up work assigned either before my departure or upon my return within the time limits of the school make-up policy. If my absences are considered unexcused, I will contact my teachers regarding missed work and follow their make-up policy as outlined in the student syllabus.

Student Signature: _____

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Step 2: Parent Information

I understand my student's absence(s) will only be approved if the reason meets the attendance criteria set forth by OCPS School Board.

Parent Name: _____

Parent Signature: _____

Parent Phone: _____

Step 3: Requested Teacher Information

Period	Teacher Signature	Date Work to be Completed
1		
2		
3		
4		
5		
6		
7		

Turn completed request in to Attendance for administrative review:

Approved to be excused: _____

Determined to be unexcused: _____

Administrator Signature: _____

Date: _____

Comments: _____

Please allow 2 school days for review of application