



Horizon West Middle School
8200 Tattant Blvd.
Windermere, FL 34786
Phone: 407554-1570
Fax: 407374-2627

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). **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: _____