



OUTSTANDING CHARACTER, EDUCATIONAL EXCELLENCE

**Ocee Elementary School
Request for Pre-Arranged Absence(s)**

Student Name: _____ Grade: _____ Teacher: _____

Reason for Absence: _____

Date(s) Absent from School: _____

Parent/Guardian Print

Parent/Guardian Signature

Date

Date

Approval by Principal

Principal Signature

Date

Students & Parents: This completed form must be sent to the Front Office 72 HOURS PRIOR TO ABSENCE or absence will be considered UNEXCUSED.