



**LAKE NONA HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM
2023-2024**



Please complete and turn in with a copy of any documentation that supports your request. This form has to be submitted at least **FIVE (5) DAYS** prior to the absence.

PLEASE PRINT	
Student Name:	Student Id#:
Parent Name:	Ph. number:
Date of Absence(s):	Total school days:

ABSENCE REASON	
<input type="checkbox"/> Educational Value	<input type="checkbox"/> College Visit
<input type="checkbox"/> Recognized Religious Holiday	<input type="checkbox"/> Death or serious illness of a family member
<input type="checkbox"/> Other - Please specify:	

Explanation:

Parent Signature:	Date:
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FOR OFFICIAL USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Excused <input type="checkbox"/> Unexcused	Received:
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Notes:

Reviewed by:	Date:
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LAKE NONA HIGH SCHOOL

OCPS ATTENDANCE POLICY:

Absences shall be excused for the following:

- Illness, injury or other insurmountable condition;
- Illness or death of a member of the student's **immediate family** (OCPS practice has been to define immediate family as the student's mother, father, brother, sister, stepmother, stepfather, step-siblings, and other relatives who live in the student's home);
- Recognized (or established) religious holidays and/or religious instruction;
- Medical appointments;
- Legal appointments;
- Participation in an approved activity or class of instruction held at another site;
- Pre-arranged absences of educational value with the principal's prior approval;
- Pediculosis (head lice) infestation (up to four (4) days per school year); or
- Catastrophic disasters that significantly impact the life of the student (e.g. loss of residence from natural disaster).

PRE-ARRANGED ABSENCE:

When a student needs to pre-arranged an absence, a specialized form may be obtained from the Attendance Office. This form needs to be completed by the parent or guardian and returned to the Attendance Clerk at least **FIVE (5) SCHOOL DAYS** prior to the absence.

The Principal/designee applies the following criteria consistently with each request:

1. Could this trip be realistically taken during the student's vacation days?
2. Is the learning from this trip part of the standards required in High School?
3. If so, has the student requested and agreed to a project assignment with one of his/her teachers? The project must be related to the curriculum standards and the teacher has agreed to grant credit for the project.
4. Will the learning project be part of the student's agenda during the trip?

STUDENT, PLEASE NOTE:

It is **YOUR** responsibility to inform each of your teachers that this is a pre-arranged absence in order to get your work ahead of time. **YOU** are also responsible for getting your assignments, making up tests and classwork missed during your absence.

The submission of this form doesn't grant that the absences will be **APPROVED. Please check back with the attendance clerk within 2 days of the submission of this form.

**LNHS has determined that, if approved, only two (2) days will be considered as excused for educational value and college visit absences. All other requests will be evaluated per OCPS guidelines.