



Outstanding Character – Educational Excellence

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

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date(s) Absent from School:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Print**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Approval by Principal**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

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