



# Bay Meadows Elementary School

STEAM Career Academy  
9150 S. Apopka Vineland Road  
Orlando, FL 32836  
(407) 876-7500



Joann M. Dorries, Principal    Tami Hinton, Assistant Principal

## REQUEST FOR EXTENDED ABSENCE

Please complete this form and submit to the front office at least 2 weeks in advance of absence.  
You may also email the completed form [melissa.gil@ocps.net](mailto:melissa.gil@ocps.net)

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Teacher : \_\_\_\_\_

Dates of Absences: \_\_\_\_\_

What is the purpose for the request?     vacation travel     family emergency     other

For vacation/other travel, what educational opportunities will your child have on this trip?

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What grade level standards will your child be exposed to for this trip? What evidence will your child produce to demonstrate learning (Please refer to Cpalms.org to determine how this trip is educationally relevant to your child's grade level)

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### OCPS Notification of Nondiscrimination

“The School Board of Orange County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law.”

Teachers are required to have plans 1 week in advance. They are not required to plan further ahead to provide work for your child to work on during the extended absence other than what they have prepared prior to your child's absence. Your child is required to make-up all work missed other than the agreed upon assignment completed by your child to demonstrate learning while on the trip. Your child will have 2 days for every day absent to make-up assignments and tests. Assignments and tests are not excused.

Parent Signature

Date

Parent Telephone Number \_\_\_\_\_

Parent E-Mail \_\_\_\_\_

**For Official Use Only:**

Date Received: \_\_\_\_\_

Absences for the Year: \_\_\_\_\_ Excused: \_\_\_\_\_ Unexcused: \_\_\_\_\_

Approved for 5 Excused Absences \_\_\_\_\_ Not Approved \_\_\_\_\_

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Joann Dorries, Principal