

MANHATTAN CHRISTIAN SCHOOL

PLANNED ABSENCE FORM

We strongly encourage families to use the established breaks on the MCS calendar for vacations and mission trips. It is impossible for a student to fully make up the experience of being in school. Some assignments may be completed, preferably in advance, of any school days missed. Please see the school attendance policy for guidance.

NAME _____ DATES ABSENT _____

By signing this form, the parent/guardian has requested that the above student be allowed to not attend school on the above mentioned date(s) for the following reason

REQUIREMENTS:

1. Complete the top portion of this form.
2. Have all your teachers sign it, even if there is no work assigned.
3. Have your parents sign it.
4. Bring it to the office to be signed by an administrator. The office will make a copy for attendance records.
5. Student keeps original form.

Teachers: If possible, please write the assignments in the space provided for your class and include due dates and any additional information/suggestions the student may need. If assignments will be given over the internet, then indicate.

PERIOD	ASSIGNMENT	TEACHER SIGNATURE

Parent Signature

Administrator Signature