

**MANHATTAN CHRISTIAN SCHOOL  
PLANNED ABSENCE FORM**

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 reasons:

\_\_\_\_\_

**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 Principal to be signed.
5. Bring it to the office to be signed, they will then adjust attendance records.
6. 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 that the student may need. If assignments will be given over the internet, please indicate.

Period	Assignment	Teachers Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Office Signature

Attendance Adjusted