

**Manheim Township School District
Absence/Excuse Form**

Student Name: _____ Grade: _____

School Name: _____ Teacher Name: _____

Absent _____ Late Arrival _____ Early Dismissal _____

Date of Absence _____ Time _____

Reason: _____

Parent/Guardian Signature

Date

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three days of the absence. A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days shall require an excuse from a licensed physician.

For the complete School Board Policy on Attendance please go to www.mtwp.net.

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