

Manheim Township School District

Absence/Excuse Form

Student Name: _____ Grade: _____
School: _____ Teacher: _____

(Teacher Info. Grades K-4 Only)

_____ Absent Date(s): _____
_____ Tardy Date: _____ Time: _____
_____ Early Dismissal Date: _____ Time: _____

Reason: _____
(If Appointment, Please Be Specific)

Parent/Guardian Signature: _____

Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. For the complete Board Policy #204 on Attendance, please go to www.mtwp.net

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