

**Manistee Catholic Central Schools**

**Pre-Arranged Absence Form (Teacher Copy)**

Students requesting pre-arranged absences must complete all but the Assignment and Due Date portions of both the top and bottom sections of this form, for each class period they intend to be absent. The Teacher will keep the top portion of the form and return the bottom portion to the student.

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

Date Requested: \_\_\_\_\_ Date of absence: \_\_\_\_\_

Class: \_\_\_\_\_ Class Period: \_\_\_\_\_ Time: \_\_\_\_\_

Assignment: \_\_\_\_\_

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Due Date: \_\_\_\_\_

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**Manistee Catholic Central Schools**

**Pre-Arranged Absence Form (Student Copy)**

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

Date Requested: \_\_\_\_\_ Date of absence: \_\_\_\_\_

Class: \_\_\_\_\_ Class Period: \_\_\_\_\_ Time: \_\_\_\_\_

Assignment: \_\_\_\_\_

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Due Date: \_\_\_\_\_