

MANCHESTER HIGH SCHOOL

REQUEST TO BE ABSENT FOR A SPECIAL EVENT – FORM DUE BY: _____

Request for special event that involves one or more classes – should be submitted to the high school administrator’s office a WEEK BEFORE THE EVENT.

Student Name: _____ ID#: _____ Grade: _____

Name of Event: _____

Event Location: _____

Date of Event: _____ Departure Time: _____ Return Time: _____

Trip fees: _____ (Checks payable to Manchester High School)

Signature of Faculty / Trip Advisor: _____

LUNCH DETAILS

Lunch PROVIDED Bring Lunch MONEY
 BRING Lunch (If Café lunch needed – indicate below)
 NEED Café Bag Lunch
 VEGETARIAN Option
 OTHER _____

The Superintendent of Schools reserves the right to reconsider the approval of this trip at any time between now and the time of the departure of the trip; and, in the event that the Superintendent of Schools decides at any point to rescind his approval of this trip, the school will refund all money unless it is a non-refundable deposit, in which case, the Board of Education will still attempt to secure refunds for the parents and students.

Parent / Guardian Signature

Date

PARENT / GUARDIAN

Medical Concerns: _____ Medications: _____

Emergency Medical Treatment: In the event of a medical emergency and I cannot be reached, I give permission for my student(s) to be treated. **If medication is required and has not been provided to the school, any emergency will be referred to 911.**

Parent Name: _____ (Please Print) Parent Signature: _____

Best number to reach you that day: (_____) _____

Emergency Contact Name (if parent cannot be reached):

Name: _____ Phone: (_____) _____

STUDENT DIRECTIONS

- The student must contact each teacher to complete this form.
- Drop off and return to pick up this form at your administrator’s office (Administrator’s signature required).
- All signed forms must be returned to the trip advisor.

TEACHER DIRECTIONS

- Please check off, initial and date if the student is passing or failing your class
- Make any comments you wish. (If you need more room use sides or bottom of this form)
- This form is for administrative informational purposes; it is not a request for your approval for the student to attend the event.

TRIP ADVISOR DIRECTIONS

- Every student attending must have a completed form.
- Notify the Café of any bag lunch meals needed 48 hours BEFORE the trip.
- Bring all forms to the Special Event listed above.

Period	Course name	Passing	Failing	Comments (optional)	Teacher Initials	Date
1						
2						
3						
4						
5						
6						
7						
8						

Administrator’s Signature of Approval: _____

Date: _____