

## ABSENCE REQUEST FORM

This form is to inform PCE of any planned absences for your child. Please complete and submit at least 2 weeks prior to your child's absence. Completion of the form will not ensure absences are excused.

Today's Date: \_\_\_\_\_

Athlete's Name: \_\_\_\_\_ Team: \_\_\_\_\_

Date/s absent \_\_\_\_\_ Destination/reason \_\_\_\_\_

Date/s absent \_\_\_\_\_ Destination/reason \_\_\_\_\_

Date/s absent \_\_\_\_\_ Destination/reason \_\_\_\_\_

Date/s absent \_\_\_\_\_ Destination/reason \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Internal Use Only

Date Submitted:	Date Reviewed:
Reviewed by:	
Absences determined to be      excused /      unexcused:	Reason:
Further actions:	
Notes:	