



PLANNED ABSENCE REQUEST FORM

Per the current Parent/Athlete Handbook only one planned absence may be requested per club season due to vacation or trip, not to exceed 3 (three) consecutive practice days. The Director should be notified by note or email at least 2 (two) weeks prior to the practice or tournament to be missed. Text messages will not be accepted as written notice.

Date of Request _____

Athlete Name _____ **Team** _____

Dates Absent _____

COACH (please list your athlete's coaches)

COACH (please sign off that athlete)

Athlete Accounting: Current number of days absent _____

_____ Administration approves the planned absence for the athlete stated above.

_____ Due to poor attendance, administration does not approve the planned absence for the athlete stated above.

Administration

Date