



ICE Michigan ABSENTEE REQUEST FORM

Must be submitted to front desk 2 WEEKS prior to absence.

Please recognize the fact this doesn't automatically approve your absence. This sheet should be submitted **two (2) weeks in advance** of the requested date, if not sooner! Your absence affects the entire team! The usage of this sheet is for important obligations that you need to take care of (unfortunately, birthdays are not a valid excuse!)

In the event of an illness of an unforeseen event, parents must contact the front desk and the coaches immediately via phone.

Please refrain from text messaging or emailing coaches

**** Vacation Requests must be submitted 1 MONTHS in ADVANCE****

Name: _____

Team: _____

Date Submitted to Front Desk: _____

Date Requested Off: _____

Reason For Absence:

Date of Previous Absence: _____

For Office Use Only

Denied: _____ Approved: _____

Reviewed By : _____ Date : _____

Reason: _____

