

**VACATION/ABSENCE REQUEST FORM
HEART OF EDGE ALL STAR CHEER AND DANCE**

Please fill out this form to request pre-approved excused absences for athletes in the Heart of Edge Cheer & Dance Program. We ask that you do this as soon as possible when finding out a date of potential absence at practice. Forms HAVE to be turned in 24 hours minimum prior to the planned absence for approval or will be counted as an "unexcused". Athletes are only allowed 3 unexcused practices and will be subject to disciplinary actions after the third. Please be sure to fill out any vacations as well as ANY planned absence. If athletes are ill we ask for a doctors note to excuse the absence. A list of excused/unexcused absences are below for your convenience.

EXCUSED ABSENCES: Planned Family Vacations if informed, other sport obligations if Heart of Edge has been notified in advance, illness, death in family, or funerals.

UNEXCUSED ABSENCES: Un notified missed absence for ANY reason, not notifying us of other sport conflicts in advance (please don't expect us to know your schedules) birthday parties, kings island days, concerts, etc.

PLEASE FILL OUT THE BOTTOM HALF OF THIS FORM WITH ANY/ALL DATES REQUESTING APPROVAL FOR! BE SURE TO DO THIS ANY TIME YOU HAVE A CONFLICT. YOU MAY LIST MULTIPLE DATES ON ONE SHEET AS LONG AS REASONING IS LISTED. Should the request not be pre approved by Nikki, Jenny, or Randy we will notify you. Again, to be excused forms must be turned in a minimum of 24 hours prior to absence, along with this form on file and the athletes requested date in the master calendar in the office to show approval from coach.

REQUEST OF ABSENCE

REMINDER: FORMS CAN BE TURNED IN TO MAIN OFFICE or Emailed to heartofedge@gmail.com

NAME OF ATHLETE: _____ PARENT NOTIFYING OF REQUEST _____

DATES OF EXPECTED ABSENCE: _____

REASON FOR ABSENCE _____

Athlete's Signature _____
Parent Signature _____

FOR OFFICE USE ONLY: DATE REQUEST WAS TURNED IN TO OFFICE OR EMAILED: _____

Approval Signature (Jenny, Nikki, or Randy) _____

NOT APPROVED REASON: _____

IN MASTER CALENDAR IN OFFICE: YES NO

Please keep in folder together with all other requests!