

**ICE CLASS
PLANNED ABSENCE REQUEST**

Students who know in advance of an upcoming absence are required to complete a Planned Absence Request and turn it into Mrs. Koby (prior to the absence if possible).

1. Student Name: _____

2. Date(s) of Planned Absence: _____

3. The reason for this planned absence is:
(Select one response.)

_____ Doctor Appointment

_____ School-Related (Field trip, etc.)

_____ Funeral

_____ Family Vacation

_____ College Visit

_____ Personal Business

4. Please explain your absence below. Be specific regarding your absence such as: location, who's funeral, what college, etc.

5. I will be missing the following:
(Select only one response.)

_____ School

_____ Work

_____ School and Work

6. Specify the time you will miss:

7. Please sign below. If you will not miss work, it is not necessary for your employer to sign.

Student Signature

ICE Coordinator Signature

Parent/Guardian Signature

Employer Signature (if needed)