



DRAMAministry
Absence Request Form

Please fill out this form as thoroughly as you can. The greater advance notice we are given, the more apt we are to be able to facilitate the absence. Please to not use absences for trivial issues as that may diminish your eligibility for future absences.

Name: _____

Dates of Absence -- From: _____ Until: _____

What is the priority of this event (why should we grant your request over another we may be considering)? _____

Is there any flexibility with the times or dates of your absence (is there a possible compromise of we really need you)? _____

Is there anything else we should know in considering this request? _____

- Request granted
- Request denied
- Request granted with provisions: _____

Do not write below this line

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 Request granted Name: _____ Dates Requested: _____
 Request denied
 Request granted with provisions: _____

Signed: _____ Date: _____