Valparaiso
SWIM & DIVE

VALPARAISO HIGH SCHOOL
SWIMMING & DIVING PLANNED ABSENCE FORM

IMPORTANT REMINDERS

- **Submit at least 48 hours in advance.** A Planned Absence Form must be submitted a minimum of 48 hours before the absence occurs.
- **Not for last-minute absences.** For an absence with less than 48 hours' notice, send a direct message to Boomer through Viking Connect.
- **Planned absences count toward the 85% requirement.** Submitting this form does not excuse an absence from the attendance total. Both excused and unexcused absences count toward the attendance total.
- **Multi-day absences.** List each date and the sessions missed (AM, PM, or full day) in the Additional Information box. Extended absences, such as a family trip, may require a conversation with Boomer before you submit this form.
- **Meet absences.** Absences from meets require coach approval before this form is submitted. Missing a meet without notifying the coaching staff may affect lettering eligibility.

ABSENCE DETAILS

Athlete Name	
Leave Date(s)	
Return Date(s)	
Practice(s) Missed	☐ AM Practice ☐ PM Practice ☐ Full Day
Meet Conflict?	☐ Yes (list meet): _____ ☐ No
Reason for Planned Absence	
Additional Information or Explanation	
Signature	
Date	