



www.ictc.edu

INDIANA COUNTY TECHNOLOGY CENTER

441 Hamill Road
Indiana, PA 15701

Educating
for the
Competitive
Edge!

Michael Worthington, Principal
724-349-6700

855-428-2338 Fax

REQUEST FOR APPROVED ABSENCE

Student is responsible for obtaining necessary signatures and returning form to the ICTC at least one day prior to event.

Student: _____ Sending School: _____ Grade: _____

Date(s)/Time(s) of Absence: _____ ICTC Program: _____ Session: AM or PM

(Please check) I am requesting permission to participate in the following school-sponsored activity:

Table with 2 columns of activities and checkboxes: ICTC Field Trip, Job Shadowing, Academic/Technical Testing, Academic/Technical Make-up Work, Sending School Field Trip, Extra-Curricular Activity, Assembly/Class Activity, Other.

(Please check) I am requesting to be excused for the following planned absence:

Table with 2 columns of absence types and checkboxes: Educational Family Trip, College Visit, Other.

Student Signature

Parent/Guardian Signature

Sponsoring ICTC or Sending School
Instructor/School Official

SCHOOL APPROVAL

Please indicate if you approve of this student being excused from your class during the dates/times specified above. (Student lists classes and obtains instructor's signatures)

Table with 3 columns: Class/Period, Approved, Instructor's Signature (Not Recommended). Includes multiple rows for data entry.

ICTC School Official

Sending School Principal's Signature