



**AURORA DIVISION  
ABSENCE REQUEST CHIT**



CADET: Rank and Name		
DATE SUBMITTED		
TIME OFF REQUESTED	<u>Date/Hour From:</u>	<u>Date/Hour To:</u>
REASON FOR REQUEST		
SQUAD AND SQUAD LEADER		
REPLACEMENT (IF NECESSARY)		
<p>IF YOU ARE IN A LEADER POSITION YOU MUST FIND A QUALIFIED REPLACEMENT PRIOR TO APPROVAL AND YOUR REPLACEMENT MUST BE APPROVED BY CHAIN OF COMMAND</p>		

***FOR CADET USE ONLY***

	SIGNATURE	APPROVED OR DENIED & DATE
<u>CADET SIGNATURE</u>		N/A
<u>LPO</u>		
<u>EXECUTIVE OFFICER</u>		
<u>COMMANDING OFFICER</u>		

***Cadets*** – Submit request to first line in the chain of command. **Form can be Emailed or Texted for fast turnaround.** A copy will be returned to you marked Denied Unexcused or Approved Excused /Unexcused. Incomplete requests will be automatically denied.

**\*\* Staff** – Keep this request on file for the duration of the requesting cadet’s enrollment.