

REQUEST FOR EXCUSED ABSENCE

Use this form to request excused absence from performances and rehearsals outside the normal class hour. Do NOT use this form for zero hour rehearsal conflicts. Your parents will need to call the attendance office to excuse you from normal class time.

NAME _____ INSTRUMENT _____

CLASS (Circle) Marching Band Symphonic Band Wind Ensemble
 Percussion Ensemble Jazz Band

TODAY'S DATE _____

DATE YOU ARE REQUESTING EXCUSE FROM _____

THIS EVENT IS A...

REHEARSAL _____

DRESS REHEARSAL _____

PERFORMANCE _____

OTHER EVENT (Specify) _____

_____ I NEED TO MISS ALL OF THE EVENT

_____ I NEED TO ARRIVE LATE

_____ I NEED TO LEAVE EARLY

REASON FOR ABSENCE (ATTACH DOCUMENTATION AS NEEDED):

Signature of Parent

You MUST turn this request for excused absence form in AT LEAST two weeks before the absence to have it approved. It will be returned to you after it has been checked "approved" or "not approved" and has been signed by Ms. Gasper. If a make-up assignment is necessary, it will be included when this form is returned to you and is due on or before the day of the event you will be missing.

Director's Use Only

APPROVED _____

NOT APPROVED _____

Director's Signature

Date