

# REQUEST FOR EXCUSED ABSENCE /TARDY

This form must be completed and submitted ONE WEEK IN ADVANCE of any anticipated absence, tardy, or early dismissal by a band student.

**NOTE:** Homework, relatives in town, make-up work, or employment are NOT reasons for an excused absence or tardy.

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of anticipated absence or tardy: \_\_\_\_\_

Portion of rehearsal to be missed:

ALL

First \_\_\_\_\_ minutes

Last \_\_\_\_\_ minutes

Reason for absence/tardy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Be specific. Give enough information so that directors can determine if the absence should be excused or not.

We understand that the absence is not guaranteed as being excused simply by filling out and submitting this form. We also understand that it is the student's responsibility to obtain make-up assignments, to make sure that the directors receive all make-up work and important information.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

To Be Completed By The Directors

EXCUSED

UNEXCUSED

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date