

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 reason 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 any 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