

# Request for Excused Absence

Attendance is very important and will have large influence on your grade.  
Attendance at all rehearsals and performances is required.

- A. Missing Rehearsal or Performance. If you are going to miss a rehearsal or performance for any reason (including athletics or any school related activity PRE-APPROVED by Mr. Maack), be sure to use the "Request for Excused Absence" form. Turn in this form, signed by you and your parents, at least one week before the known absence for rehearsals, and two weeks before the known absence for performances. If a form is not turned in, not turned on time, or not signed by your parents, the absence will be unexcused. Any unexcused absence will result in lowering the attendance portion of the student's grade by 20%.
- B. If you become ill and will not be able to give prior notice for an absence at rehearsal or performance you MUST have your parents contact the band office as to why you will not be able to attend. If you have an excused absence from school, then your absence from rehearsal that evening is also excused. No call will be required.
- C. All school attendance policies will be followed.

What is an excused absence?

- 1. An Illness
- 2. A death in the family
- 3. Any PRE-APPROVED school activity
- 4. Any other activity APPROVED BY THE DIRECTORS

What is an unexcused absence?

- 1. WORK
- 2. Not wanting to go
- 3. Any absence not pre-approved

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Name \_\_\_\_\_ Grade \_\_\_\_\_

Request for (circle one):      performance                  rehearsal

Date of absence \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of request \_\_\_\_\_

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Director's use only

Previous excused absences \_\_\_\_\_

Previous unexcused absences \_\_\_\_\_

Approved    Yes                          No