

REQUEST FOR EXCUSED ABSENCE

This form **MUST** be completed and turned in at least **TWO WEEKS** in advance of any anticipated absence by a band student. (Excluding extreme emergencies)

STUDENT NAME _____ TODAY'S DATE _____

DATE OF ANTICIPATED ABSENCE _____

REASON FOR ABSENCE * _____

* Please be specific! We must have enough information to be able to determine whether or not an absence may be excused. "Important Matters", "Family Matters", etc. does not give the director an opportunity to excuse a student.

PARENT SIGNATURE _____

STUDENT SIGNATURE _____

****** FILLING OUT THIS FORM DOES NOT GUARANTEE THAT THE ABSENCE WILL BE EXCUSED. IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO FOLLOW UP WITH FURTHER INFORMATION OR MAKE-UP WORK.**

_____ **EXCUSED**

_____ **UNEXCUSED**

DIRECTOR SIGNATURE _____

DATE _____