

ABSENCE NOTIFICATION FORM

IMPORTANT: In the event of any conflict, the student has the responsibility of submitting this signed form stating the reason for the conflict. Forms that have not been submitted at least two weeks before the orchestra event may not be considered. Rescheduled or unexpected conflicts that occur within the two-week time frame will be considered according to their circumstances. This form does not automatically excuse an absence. Each case will be considered individually and privately according to its circumstances. Students who miss three rehearsals or sectionals within a given concert period will be excluded from playing the concert due to excessive absences. Those that fall into this category will be given a zero for the Concert grade, with no opportunity for a make-up assignment.

All concert absences must be made up and it is the student's responsibility to obtain the makeup assignment. Only excused absences will be given full credit. Note: an absence from a performance will result in the lowering of at least a letter grade for the six weeks. The attendance guidelines do not apply to social events.

THIS FORM MUST BE SUBMITTED TO YOUR TEACHER OF RECORD DIRECTLY.

Student Name _____

Orchestra Event Missed _____

Event Participating In _____

Date and Time of Event _____

Today's Date _____

COMPLETE ONE

My absence is school-related
(teacher/sponsor/coach signature
required)

Teacher/Sponsor/Coach Name (print)

Teacher/Sponsor/Coach Signature

My absence is of a personal nature
(parent signature required)

Parent Name (print)

Parent Signature

OFFICE USE ONLY Date Received _____

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