

# Ensemble Rehearsal Absence Form

Pre-Arranged \_\_\_\_\_

After The Fact \_\_\_\_\_

Student Name \_\_\_\_\_

Instrument \_\_\_\_\_

Grade \_\_\_\_\_

I am officially informing the performing arts department of my

\_\_\_ Anticipated absence \_\_\_ absence

\_\_\_ Rehearsal

\_\_\_ Performance

on \_\_\_/\_\_\_/\_\_\_.



This request is for the following reasons

\_\_\_ Personal illness \_\_\_ Family Emergency \_\_\_ Extenuating Circumstances

(Please explain specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

\_\_\_ Pre-Arranged

This form is to be placed in the directors hands. This approval process must begin one week in advance for rehearsal and two weeks in advance for performance. In any event, forms must be completed and approved no less than two days in advance for rehearsal and ten days in advance for performance.

\_\_\_ After The Fact Note: Attach physicians note or other document where applicable. This form must be completed and on file with director within 3 days of the student returning to school. Late forms in general are not accepted without penalty. Note: THIS FORM IS REQUIRED EVEN IF THE PARENT OR STUDENT SPEAKS WITH THE DIRECTOR ABOUT THE ABSENCE;.

Director: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Make-up assignment required \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

Date \_\_\_\_\_

Director's Comments \_\_\_\_\_

Make-Up Assignment: Completed on : \_\_\_\_\_ Checked by: \_\_\_\_\_