



**Rehearsal Absence Form**

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

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

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

Instrument\_\_\_\_\_

Grade\_\_\_\_\_

I am officially informing the orchestra department of my

\_\_\_**anticipated absence** \_\_\_**absence**

from orchestra

\_\_\_**Rehearsal**

\_\_\_**Performance**

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

This request is for the following reasons

\_\_\_Personal Illness \_\_\_Family Emergency \_\_\_Extenuating Circumstances

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

\_\_\_\_\_  
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 performances. In any event, forms must be completed and approved no less than two days in advance for rehearsal and ten days in advance for performances.

**\_\_\_After The Fact**

Note: Attach physicians note or other document where applicable. This form must be completed and on file with the 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.

Orchestra Director: \_\_\_Approved \_\_\_Denied \_\_\_Make-up assignment required

\_\_\_\_\_  
Orchestra Director's Signature      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Director's Comments:

\_\_\_\_\_

\_\_\_\_\_

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