

REQUEST FOR EXCUSED ABSENCE OR TARDY

Name _____ **Phone** _____

Which choir are you in? Can MT MJ Momen ND Sen Sing Syn

Name of event being requested off _____

Date of Rehearsal or Performance that you will be missing _____

Tardy _____ Arriving at what time: _____

Leave Early _____ Departing at what time: _____

Absent _____

How many rehearsals/performances have you missed this year? _____

State COMPLETELY the reason why this request is necessary:

Student Signature _____

Parent Signature _____

Date Submitted _____

*Attendance at performances and rehearsals has a **DIRECT** effect on your grade. To be considered, this request must be submitted at least **TWO WEEKS** before the absence.*

ATTENDANCE RESPONSIBILITIES & MAKEUP GRADES

- Students are required to attend ALL performances and rehearsals that involve their group, to be on time for warm-ups, and to stay for the entire time.
- In the case of illness or emergency, a parent must contact the teacher via email, phone, or text **PRIOR** to the absence.
- Under other special circumstances, a student may petition the director a **minimum of two weeks prior** to the concert to be excused from, tardy to, or to leave early from the concert.
- If excused, the student will suffer no grade penalty, but will still be **required to complete an alternate assignment.**
- AN UNEXCUSED ABSENCE FROM A PERFORMANCE WILL RESULT IN THE QUARTER GRADE BEING DROPPED ONE FULL LETTER GRADE. POINTS MAY NOT BE MADE UP.
- Just because a Conflict Form, email, or phone call was made to the director(s), it does not ensure an excused absence. An email will be sent to parent(s) and student once a Conflict Form has been received and reviewed.