

“EXCUSED ABSENCE” REQUEST FORM – CHS BANDS
2017-2018 School Year

Name: (Last) _____ (First) _____

Band: _____ Instrument: _____ Phone: _____

List the date and hours of any band practice you miss, or wish to miss, that you feel meets the criteria for an excused absence. Requests for pre-arranged absences should be filed as soon as a conflict is identified and will rarely be excused when notice is given at the last minute except in emergency situations. Please turn in requests a minimum of ten (10) school days before conflict date. Be specific when stating the reason for your absence and include enough information for a decision to be made. Please attempt to arrange your schedule to attend all practices and resolve conflicts whenever possible. We have a progressive rehearsal schedule that includes new material and/or changes at each rehearsal. A student’s work schedule is not considered an excusable reason to miss practice. Band schedules are set very early so students have the necessary time to arrange other activities, work schedules and/or doctor’s appointments.

In the case of an absence due to an illness or emergency situation, this form is to be completed and turned into the band director the day after the absence. Late absence request forms will not be accepted. Unexcused absences will be reflected in one or more of the following; band grade, points system, loss of position as a primary marcher, loss of performance week of absence.

Thank you for supporting your son/daughter in a great youth activity and please help them with the responsibility of managing the band calendar.

* If student is a member of the Calallen Marching Band, they must attend summer band camp practices (see calendar for specific dates). Please check the calendar when planning summer vacations. A student must attend all sessions of band camp and all regular season practices to keep his/her position in the band. **Please see the director immediately if you anticipate a conflict during critical times of learning.**

Any student missing a rehearsal (excused or unexcused) the week of a performance, will not perform that week. The student must still attend the performance but will be assigned other duties.

Date(s) of absence: _____ Total hours missed: _____

State reason(s) for absence - Please be specific – _____

Parent Signature: _____ Date: _____

(For Director Use Only)

Date request received: _____ Emergency Situation: YES NO

() Request approved – No makeup necessary

() Request approved – Make up required (Due one week from date assigned)

Make up assignment will be: _____

() Request denied – Student will not receive credit for time missed

Director Signature: _____ Date: _____