

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

Music Class \_\_\_\_\_

## Request for Absence from South Elgin Band Required Event

*This form must be submitted to the director at least two weeks prior to a potential absence in order for the excuse to be considered (or, in the case of an emergency, up to one week following an event).*

Failure to attend a required event (performance, concert, dress rehearsal, festival) without a valid, written excuse via the *Absence Request* form, fully explaining the absence will result in the forfeiture of the points for the event.

The completed form below explaining, in full, any student absence from a required event must be received at least two weeks prior to the event in order for the excuse to be considered. Each request for excusal will be evaluated individually and determination of excuse validity and legitimacy will be made by the director and when appropriate, in collaboration with South Elgin administration.

The request will be deemed as either “excused” or “unexcused”.

An excused absence means that the student has an opportunity to make up the points in the form of a required alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make up the points. In the case of an excused absence, failure to successfully fulfill the make up assignment will cause the points to be lost. Submitting this form does not automatically excuse a student.

Do not expect high degrees of cooperation or assistance from your director in resolving long existing conflicts brought to the director’s attention at the last minute. Among others, excuses offered in the past that are **not** valid include: family vacations, booked airline flights, work schedules, babysitting, lack of transportation. Makeup work for such excuses will not be available and points assigned to the missed event will be lost.

Event Name \_\_\_\_\_ To be completed by student/parent: Event Date \_\_\_\_\_

Reason for request:

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Parent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### To be completed by director:

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

This absence has been declared (check one):      \_\_\_\_\_ Excused      \_\_\_\_\_ Unexcused

If excused, description of assignment:

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Make up work:      Due: \_\_\_\_\_      Submitted: \_\_\_\_\_      Grade: \_\_\_\_\_