

REQUEST FOR EXCUSED ABSENCE OR TARDY

Name _____ Phone _____

Which choir are you in? Amb Acc B&G SS Enc Alleg NE Desc CP

Name of event being requested off _____

Date of Rehearsal or Performance that you will be missing _____

Tardy _____ Leave Early _____ Absent _____

State COMPLETELY the reason why this request is necessary:

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

Student Signature _____ Parent Signature _____

Date Submitted _____

+++++

Action: Excused _____ Unexcused _____

Director of Choir _____ Date _____

+++++

PERFORMANCE RESPONSIBILITIES

1. Students are required to attend ALL performances, to be on time for warm up, and to stay for the entire concert (In the case of illness or emergency, parents must contact the teacher via e-mail, telephone, or text PRIOR to the absence).
2. WORK IS NOT A LEGITIMATE EXCUSE TO MISS A PERFORMANCE!!!
3. Under other special circumstances a student may petition the director a minimum of two weeks prior to the concert to be excused from, to be tardy to, or to leave early from the concert. If excused, the student will suffer no penalty and will be **required to complete an alternate assignment.**
4. AN UNEXCUSED ABSENCE FROM A PERFORMANCE WILL RESULT IN THE QUARTER GRADE BEING DROPPED ONE FULL GRADE.
5. Students will be required to complete a written make-up assignment whenever a mandatory rehearsal or performance is missed (*excused or unexcused*)