

Request for Absence Form

Attendance Policy: Should the occasion arise where you believe you may need to miss a rehearsal, the following is required: 1. Speak personally with your conductor at least two weeks in advance about the situation. 2. Personally obtain your conductor's signature on this form. 3. Conflicts may arise from time to time, yet you will still be expected to demonstrate your commitment to your orchestra. 4. Emergencies, such as a death in the immediate family, will be dealt with on a case-by-case basis. Failure to adhere to the policy requires mandatory conference with your conductor, orchestra managers and Executive Director.

Name: _____

Today's Date: _____

Orchestra: _____

Date of Proposed Absence & Reason:

I have discussed this absence with my student and have agreed to this absence.

Conductor's Signature

Date

I have discussed this absence with my conductor and understand consequences of future absences.

Student Signature

Date