

BAND DEPARTMENT

Request for Excused Absence or Tardy

Please fill in ALL fields and be as specific as possible

STUDENT'S NAME: _____ **GRADE:** _____

PARENTS PHONE #: _____

CHECK ONE: *ABSENT* _____ *TARDY* _____

CHECK ONE: *PERFORMANCE* _____ *REHEARSAL* _____

TYPE OF EVENT: _____

For instance: Marching Band, Jazz Band, Wind Ensemble, etc.

DATE OF ABSENCE OR TARDY: _____

DATE SUBMITTED: _____

PLEASE STATE COMPLETELY THE REASON WHY THIS REQUEST IS NECESSARY:

Remember: Attendance has a direct effect on your grade. Please do not forget to turn in this form **at least TWO (2) days BEFORE the date requested. (Only exception being illness)**

PARENT SIGNATURE: _____

OFFICE USE ONLY:

Excused _____

Not Excused _____