

Absence Request Form

Student Name: _____

Performing Ensemble: _____

Conflict Date and Event: _____

Policy

- This form must be submitted to the director at least Two Weeks prior to a potential absence in order for the absence to be considered (or, in the case of an emergency, up to one week following an event). Failure to attend a required event as designated in the Handbook (performance, concert, dress rehearsal, festival, etc.) without a valid, written excuse fully explaining the absence may result in the lowering of the student's grade.
- Each request will be evaluated individually, and determination of excuse validity and legitimacy will be made by the music director and when appropriate, in collaboration with Larkin 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 grade in the form of an alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make up the event, and will be graded accordingly.
- Submitting this form does not automatically excuse a student.
- Please be respectful of our musical team and do not offer excuses at the last minute. Last minute excuses may not be greeted with high degrees of cooperation or assistance.
- Conflicts that are not valid may include: club athletics, family vacations, booked airline flights, community activities, college visits, work schedules, babysitting, lack of transportation, forgetting, etc. Absences for these reasons will not be excused and will result in a lowered grade. Make-up work for such excuses may not be available. Unless otherwise arranged, make-up work is due one week after it is assigned.

To be completed by student/parent:

Reason for request:

Parent Signature _____ Date: _____

To be completed by director:

Date Received: This absence has been declared (check one): ___ Excused or ___ Unexcused

If excused, description of assignment:

Make-up work: Due _____ Submitted on _____ Grade _____