

Student Name _____ Event Absence _____

Request for Absence from Larkin Music Department 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, festival) without a valid, written excuse via the *Absence Request* form fully explaining the absence will result in the forfeiture of the credit 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 Larkin administration. The request will be deemed as either “excused” or “unexcused”.

As excused absence means that the student has an opportunity to make up the credit in the form of a required alternative assignment. In the case of an unexcused absence, the student is not given the opportunity to make of the credit. In the case of an excused absence, failure to successfully fulfill the make up assignment will cause the credit 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, college trips, babysitting, or lack of transportation. Makeup work for such excuses will not be available and credit assigned to the missed event will be lost.

To be completed by student/parent:

Reason for request:

Parent/Guardian Signature _____

Parent Name (Print) _____ Date ___ / ___ / ___

To be completed by director:

Date Received ___ / ___ / ___

This absence has been declared (check one):

Excused Unexcused

If excused, description of makeup assignment:

Make up work: Due ___ / ___ / ___ Submitted ___ / ___ / ___