



YOPBC ABSENCE REQUEST FORM

Please fill out this form and return it to your ensemble manager at least **two weeks** prior to the anticipated absence.

All absence requests will be reviewed. This form will remain on file in the office of the Concert & Ensemble Manager.

PROCEDURE:

Students must submit an Ensemble Absence Form to the ensemble manager at least two weeks prior to a requested absence. The manager will discuss all requested absences for each rehearsal with the conductor. Students and parents will be notified if the request is not approved, or if the number of absences is excessive.

If a student is absent or late and has not submitted a form, he/she must submit a letter of explanation to the manager by the following rehearsal. In case of emergency, the Office (561-281-8600) should be notified immediately and a letter of explanation should be submitted to the manager of the ensemble within one week of the absence.

Please note: A letter of explanation **MUST** follow unanticipated absences such as illness from a parent/legal guardian/school nurse within one week of the absence.

STUDENT'S NAME: _____

INSTRUMENT: _____

ENSEMBLE (orchestra and/or chamber group): _____

TODAY'S DATE: _____ DATE of ABSENCE: _____

REASON FOR REQUEST OF ABSENCE: Please be specific.

Excessive absences, even for legitimate reasons, may result in a review of your ensemble participation.

Student Signature: _____

Parent/Guardian Signature: _____

For Office Use ONLY:

Date Rec'd: _____ Absence Approved: yes no

Total # of absences this period: _____