

Vero Beach High School Orchestra

Pre-Arranged Absence Form

Please Read Before Submitting This Form

TURN THIS FORM IN TO THE ORCHESTRA DIRECTOR. DO NOT PLACE ON DESK.

1. This form must be in the director's hands 21 days in advance of the absence for performances and 7 days in advance of the absence for rehearsals.
2. Submission of this form does not guarantee approval.
3. Forms must be placed in the director's hands in person and a conversation with the director must be held about the reasons you need to be absent.
4. Please consult the orchestra handbook regarding absences before filing this form. Please note that there are consequences for unapproved absences.

Name: _____ Instrument: _____ Grade: _____

I request an excused absence from orchestra (circle one):

Rehearsal / Concert on ___ / ___ / 20__

Briefly explain why you need to be absent from the function listed above:

Student Signature & Date

Parent Signature & Date

Section to be filled out by Director.

Approved with Make-up Assignment: _____ Unapproved: _____ Approved: _____

PLEASE NOTE: Absences that are approved with a make-up assignment OR unapproved absences require the student to complete a make-up assignment for academic credit. If the student does not complete a make-up assignment, a grade of 0 will be assigned for the event.

Director Comments:

Director Signature:

Date: