

## Planned Absence Form

This form is required for a missed concert, dress rehearsal, community performance or festival. The purpose of this form allows the director time to balance sections and standing arrangements and allows other students who will be performing the ability to adjust to the new arrangement.

For THIS reason:

- It is NEVER too early to turn in a Planned Absence Form.
- *Forms* must be turned in no less than 14 days prior to an event.
- Late forms will be accepted up to 7 days prior to an event. Makeup work will be penalized 15%.
- Notification less than 7 days prior to an event will render an absence *UNEXCUSED*.
- Emergencies will be taken into consideration.
- **Makeup work for an unexcused absence will be penalized 25%**

<b>Student Name</b>	
<b>Choir:</b>	
<b>Date(s) of Planned Absence:</b>	<b>Event Conflict:</b>
<b>Reason:</b> IE: <i>My family will be on vacation in Florida from April 25-30, so I will not be in town when my choir goes to State Choral Festival.</i>	
<ul style="list-style-type: none"><li>• I understand that this form only excuses my absence.</li><li>• I understand that turning this in does NOT make up for my grade.</li><li>• I understand that I am <b>personally</b> responsible to know/find out what I must do to make up my grade.</li><li>• I understand that it is NOT my teacher's responsibility to contact me about makeup work.</li><li>• I understand that if I turn in my excuse, but fail to turn in my makeup work I will receive a failing concert grade.</li></ul>	
<b>Student Signature:</b>	
<b>Parent Signature:</b>	
<b>Date Submitted:</b>	