

BOLIVAR HIGH SCHOOL

MUSIC DEPARTMENT 2 WEEK NOTICE

Request for Excused Absence, Tardy, or Early Departure

Attendance can have a tremendous effect (both positive and negative) on a performing group's quality. It can also have a serious effect on a student's grade. Be responsible and complete the form in a timely manner. Except in cases of sudden illness, absences require notice to be given two weeks prior to the event date. Once this request is received, the music staff will contact your coach if there is a conflict with another activity. For an absence to be excused, the directors and coaches must approve this form and return the bottom to you signed.

When using this form to request a future excused absence, please follow up with the Director within three (3) days of submitting this form. You may complete the form at home and email it to smcclard@bolivarschools.org or you may print out the form and submit it directly to the Band Office. In the event that an absence is a conflicting event, have your coach or activity director fill out space provided. Without this space filled, the form will not be accepted.

NAME _____ MUSIC CLASS _____

CELL PHONE _____ EMAIL _____

DATE OF EVENT _____ REQUEST _____ ENSEMBLE _____
 _____ ABSENCE _____

TYPE OF FUNCTION _____

DATE SUBMITTED _____ TARDY _____
 _____ EARLY _____
 _____ DISMISSAL _____

(FILLED OUT BY COACH)	Event Conflict
Activity / Coach NAME: _____	
Why is this absence necessary? Is there an alternative?	

STATE WHY THE REQUEST IS NECESSARY:

PARENT SIGNATURE _____

FOR OFFICIAL USE ONLY: _____

ACTION EXCUSED NOT EXCUSED

EVENT: _____ DATE OF EVENT _____

ENSEMBLE DIRECTOR _____