

HEMPFIELD AREA SPARTAN BANDS

ABSENCE REQUEST FORM

(To be completed and signed by a parent or guardian)

Today's date: _____

Student's Name: _____

Grade: _____

Instrument or Position: _____

I am requesting for my son/daughter to be excused from the activity listed below according to the policies outlined in the Band Handbook regarding absences.

_____ on _____

(Indicate the specific performance event or rehearsal here)

(Date of Event)

If arriving late or departing early from practice, please indicate the time :

Late Arrival: _____ Leaving Early: _____

Briefly state the reason you are requesting your student to be excused from this commitment below:

Parent/Guardian Signature _____ Phone: _____

The student and parent will be notified in the event that their request for an excused absence is denied.

This form should be returned to the Band Office at least 48 hours prior to the date of the absence.

Missing more than 3 performances (for any reason) will render the student ineligible for the spring trip, as well as disciplinary action. The only exceptions are extreme emergency situations, which will be evaluated by the staff and administration.