

# ABSENCE FORM

## WK CONCERT & JAZZ BANDS

STUDENT NAME \_\_\_\_\_

*Please fill out this form completely and return to a DIRECTOR. Please submit this PRIOR to the absence.*

Check 1, 2 or 3 below:

1. \_\_\_\_\_ I am applying for an EXCUSED absence from band.  
My absence will be from a (circle one):      REHEARSAL      PERFORMANCE  
On this date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
                                 Day of Week      Month                                   Day                                   Year  
Reason for requested absence (check which one applies)  
\_\_\_\_ personal illness that keeps the student from attending  
\_\_\_\_ death in the family  
\_\_\_\_ extreme personal or family hardship  
\_\_\_\_ close family member is getting married and student is involved in the wedding  
\_\_\_\_ pre-approved one-time athletic conflict (use #3 below for on-going conflicts), or  
\_\_\_\_ pre-approved extreme family or personal situation.  
Details about why you will be absent

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_ I am informing the Directors of an upcoming Unexcused Absence.  
My absence will be from a (circle one):      REHEARSAL      PERFORMANCE  
On this date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
                                 Day of Week      Month                                   Day                                   Year  
Details about why student will be absent

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_ I have an on-going athletic conflict.  
Please attach a detailed schedule of days you will be late or will miss.  
The school's policy regarding attending extra-curricular activities is:
- A game or performance will overrule a practice
  - If a game/performance or practice/practice is scheduled for the same day and time, the student will choose which activity to attend (working out an agreeable schedule between both activities)

Signed,

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Phone # where you can be reached

\_\_\_\_\_  
Today's Date

*Return this form to a Director - Do not write below this line.*

## **ATTENDANCE POLICY – WK BANDS**

### **ATTENDANCE POLICY**

Perfect attendance will be considered the norm—that includes in-school classes, after-school dress rehearsals, and after-school concerts. If an absence or tardy is unexcused, or if you miss a scheduled dress rehearsal or performance, penalties will be assessed as indicated below.

***NOTE: Exceptions WILL be made for students who have extreme situations (i.e., sickness, injury, extreme family hardship, death in the family, etc.). Please communicate with the Director in these situations in writing.***

### **\*PENALTIES FOR UNEXCUSED ABSENCES**

**Performance Test/Concert/Dress Rehearsal** is 30% of your overall grade

50 points are given for each concert attended and 20 points for each dress rehearsal attended

- a. Missed performance (concert, festival, etc.) (unexcused) = Deduct all points  
Alternative Make-Up Assignment for a Missed Concert: In the next class period, you must perform your concert music in class, evaluated by the Director. This score/grade will become your score/grade for this performance.
- b. Tardy to concert or dress rehearsal: Deduct 10 points (concert) or 5 points (dress reh.)

### **THINGS THAT CANNOT BE EXCUSED**

- You have to work
- Family Vacation
- You have to study
- Attending a rock concert or other concert
- Birthday celebration
- No ride (CALL US if you need help finding a ride to a rehearsal or performance!)