Request for Excused Absence

Attendance is very important!
Attendance at all rehearsals, sectionals, performances, and activities is required.

A) If you are requesting an absence from a <u>rehearsal</u> for any reason, including school related activities (sports, field trips, college visit, etc), it must be pre-approved. Complete this form. Sign it. Have a parent sign it. Set up a make-up time with your section leader and have them sign it. Finally, hand it in to the director for review at least 24 hours in advance for non-medical emergency. In case of medical emergency, <u>complete this form when you return to school</u>.

B) If you are requesting an absence from a <u>performance</u> of any level for any reason including school activities, it must be pre-approved. Complete this form. Sign it. Have a parent sign it. Finally, hand it in to the director for review at least 2 school-weeks in advance for non-medical emergency. In case of medical **emergency**, complete this form when you return to school.

C) If you become ill please make all efforts to notify the director. You may leave a message at 513-423-0723 ext. 8400 or email lmulligan@fenwickfalcons.org at **any time**.

D) If you are excused from school, you <u>must still follow through</u> with this process for after school absences!

E) Failure to turn in the form, even if "forgotten", counts as an unexcused absence.

F) Absences which have not been excused by the director by the proper time will result in the following actions:

1st unexcused absence from rehearsal	= warning
2nd unexcused absence from rehearsal	= 1 performance suspension
3rd unexcused absence from rehearsal	= **Dismissed from program**
1st unexcused absence from performance	= 1 performance suspension
2nd unexcused absence from performance	= **Dismissed from program**

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Name: _____

Request is for: (circle one): Performance Rehearsal Other

Date of absence _____

Reason For Absence (circle one):

Personal Illness (Dr. Note Attached) Funeral Family Emergency Sport

Other:_____

Signed _____ (student)

Signed _____ (parent)

Signed _____ (section leader)
Date to make up time (if necessary) _____

Date of Request _____

Approved by Director: YES NO