

NOTICE OF PLANNED ABSENCE

Please fill out all information requested and submit it to the Band Office at least 2 weeks prior to the absence. It will not be accepted if submitted later than one week after the missed event. Please note that failure to attend required band events during the school year will result in a reduction of your band grade.

Name: _____ Instrument: _____

Date submitted: _____ Date of planned absence: _____

Type of absence: _____ Arrive late (expected time of arrival: _____)
 _____ Absent
 _____ Leave early (time of departure: _____)

Reason for absence (*work is not an excuse*): _____

Student Signature

Parent Signature