

# Absence Request

## Warner Velvet Blues Marching Band

WVB members agree to attend all WVB functions during the course of the Fall and Spring seasons. However, sometimes, a member must be absent from a scheduled event. In order to effectively address the periodic need for a WVB member to be absent from a scheduled event, and to insure that the WVB will always have the necessary instrumentation to perform, this Absence Request form has been generated. Please take all possible steps to de-conflict your schedule prior to submitting this request. If you still can not avoid an upcoming conflict, and would like to request an excused absence, please fill out this form and return it to any Band Officer or Mrs. Shearer. Forms are to be turned in no later than one week prior to the requested date. Requests will be reviewed and you will be notified of their outcome within two school days. Please understand, your request is only approved if you have this form returned to you with a positive approval noted. Submitting this form does not guarantee an excusal. See reverse for examples of excused and unexcused absences.

Name: \_\_\_\_\_ Instrument: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Conflict: \_\_\_\_/\_\_\_\_/\_\_\_\_

Explanation: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Steps taken to avoid conflict: \_\_\_\_\_

I CERTIFY THAT I HAVE TAKEN EVERY POSSIBLE STEP TO AVOID THIS CONFLICT. PLEASE ACCEPT THIS REQUEST FOR AN EXCUSED ABSENCE.

X \_\_\_\_\_ X \_\_\_\_\_  
WVB Band Member Signature Parent/Guardian Signature

### INTERNAL USE ONLY

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Absences to Date: \_\_\_\_\_

**APPROVED / NOT APPROVED**

Date Returned to WVB Member: \_\_\_\_/\_\_\_\_/\_\_\_\_ X \_\_\_\_\_  
Authorized Signature

Comment: \_\_\_\_\_

# Excused Absences

Personal Illness of a student which prevents school attendance

Doctor's Note

Death in the family.

Family emergency (must be worked out between parent and Band Director)

## Unexcused Absences / Solutions

"Had to work." / Make arrangements with your employers

"Couldn't get a ride." / Be responsible. Check with officers and other members.

"Didn't know about it." / Be responsible. You've been given advanced notice.

"Parents leaving town." / Clear your schedule in advance; calendars are available.

"Had an appointment" / Do not schedule appointments during a band activity.

"Parents made me stay home to work/study." / Attendance is required! This is a graded class.

Students do not pick and choose the band events in which they wish to participate. If the band performs or rehearses, everyone is to be there every time. Conflicts with other activities are to be resolved using this form as far in advance as possible. If an outside rehearsal appears to be rained-out, always report to the band room for indoor rehearsal. Performance takes precedence over practice concerning another school activity.

Remember, excuses, even good ones, will not produce a good band.