



## Rehearsal Absence Request Form 2023-24

Attendance and good communication are a vital part of making FCLYO successful. What should you do if you will be absent from a rehearsal?

1. **Planned absences** due to unavoidable conflict: This form must be given to the director and approved no later than **one week prior** to any scheduled absence.
2. **Last minute emergencies or illness**: Send a text message to Ms. Knight (626-327-4046) prior to the start of rehearsal stating the reason for the absence. This form is then due when the student returns to rehearsal **the following week**.
3. **Late arrival or early departure**: If you will be 20 or more minutes late or need to leave 20 or more minutes early from any rehearsal, this form is required and it will count as 1/2 an absence.

Without this form, all absences are considered unexcused. Excessive unexcused absences may result in students sitting out from a concert or being dismissed from the orchestra. The orchestra operates as a team, and it impacts the entire group when members are missing or unprepared. Students are allotted only **two excused absences per year**.

**This form is not to be used for absences from performances. If you have an unavoidable conflict with a mandatory performance or tour, please email the directors right away.**

Student name: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date of absence: \_\_\_\_\_

Check one:

Full rehearsal     Late arrival (ETA: \_\_\_\_\_)     Early departure (time leaving: \_\_\_\_\_)

Reason for absence: \_\_\_\_\_

I understand that by missing rehearsal, I am responsible for getting caught up on whatever I missed. I will contact the directors or another orchestra member and check the website to see what I missed **before** returning to the next rehearsal. I agree to spend extra time practicing my music so that I won't fall behind.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**Directors only: EXCUSED-#1   EXCUSED-#2   EXCUSED-0.5AB   UNEXCUSED**

**Notes:** \_\_\_\_\_