

# Request for Excused Absence or Tardy

**Band** (circle one):    Beginning    Intermediate    Concert

**Student Name:**

**Nature of Request** (circle one):    Absence    Tardy    Early Release

**Date Requested:**

**Estimated Time of Arrival/Release** (Tardy/Release request only):

**Reason** - give as many details as possible about the conflicting event:

***IF REASON IS FOR ILLNESS, INJURY, QUARANTINE OR COURT ATTENDANCE, CONTINUE TO THE SIGNATURE SECTION BELOW.***

Describe your efforts to resolve the conflict prior to submitting this form. Please include dates and times of all communications to important parties.

When did you know about this possible conflict?

Was scheduling within your control when this conflict arose? (CIRCLE ONE)    YES    NO

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Contact Phone: \_\_\_\_\_

Parent e-mail: \_\_\_\_\_

**DIRECTOR USE ONLY:**

Approved    Denied    Date: \_\_\_\_\_

Student/Parent Notified:    Yes    No    Date: \_\_\_\_\_

Notes: