



Absence Request Form

2009-2010 season

This form must be turned in for EVERY missed rehearsal or request to arrive late or leave early, without exception. Use one form for each absence.

Name: _____ Instrument: _____
 Date form submitted: _____ Date of absence: _____
 Orchestra: _____
 I will be missing for (check one): Whole rehearsal Part of rehearsal Time at rehearsal: _____

- Attendance is mandatory for YOSA rehearsals and concerts;
- Absences from rehearsals within one week prior to a concert may result in the student missing that concert;
- This form is to be used in extraordinary circumstances when the student is either sick or has a conflicting event that they are unable to schedule around YOSA rehearsals;
- Any school related absences must be signed by the relevant school teacher;
- Any sickness or last minute family emergencies MUST BE called into the office **(210-737-0097)**. You may e-mail us IN ADDITION to your phone call if you wish.

The following excuses are considered unacceptable: *errands, studying, practice, jobs/employment, nonschool performances*. It is expected that students will organize their schedules around these activities so they do not interfere with YOSA rehearsals. See the Member Handbook for details on the attendance policy.

Reason for absence (complete one section)

Family / Other Reason: _____

Sick *Note: If you are ill on the day of a rehearsal, please call the office at (210737-0097) and turn in this completed form the following week.*
 Nature of illness: _____

Honor Group Name of honor orchestra/band: _____
 Contact information for honor orchestra/band:
 Name: _____ Phone #: _____

School / College Event Nature of event: _____
 School teacher name (please print): _____ Phone #: _____
 School teacher signature: _____ Date: _____

Student signature (form not valid without this signature): _____
Parent/Guardian signature (optional, but preferred): _____

Office use: Acceptable: YES / NO _____ in Database:

Follow-up calls/notes: _____