

Request for Excused Absence, Tardy, or Early Departure

Central Dauphin High School Band Program

Unlike sports, there is not a bench player waiting to fill in for you when you are absent from band. Attendance can have a tremendous affect (both positive and negative) on the quality of a performing group. Attendance also weighs heavily on a student's grade. Please do not allow failure to complete this form to cause your grade to be adversely affected. Except in cases of sickness or immediate emergency, all other absences and excusals require advanced approval. Absence forms for rehearsals are due 2 weeks prior to the requested date. Absence forms for a performance already on the calendar are due on September 15th, 2011. Remember: Filling out this form does not guarantee that excusal will be granted from a rehearsal or performance; it simply informs Mr. Ceresini that you would like to discuss the possibility.

In unpredictable situations like sudden illness or car trouble, please make every effort to inform the band office in advance if possible (703-5360 x428). An answering machine is always on for you to leave a message. You can also email to CDBandCeresini@gmail.com if phone does not work.

NAME _____ PHONE _____

ADDRESS _____

<u>DATE OF OCCURRENCE</u>	<u>REQUEST</u>	<u>ENSEMBLE</u>	<u>TYPE OF FUNCTION</u>
_____	___ ABSENCE	___ MARCHING BAND	___ FULL REHEARSAL
	___ TARDY	___ JAZZ ENSEMBLE I	___ SECTION REHEARSAL
	___ EARLY	___ JAZZ ENSEMBLE II	___ PERFORMANCE
		___ SYMPHONIC BAND	___ OTHER (SPECIFY)
		___ WIND ENSEMBLE	_____
		___ PERCUSSION ENSEMBLE	_____
		___ INDOOR UNIT	_____

STATE WHY THE REQUEST IS NECESSARY:

PARENT SIGNATURE _____

DATE SUBMITTED _____

FOR OFFICIAL USE ONLY:

ACTION: EXCUSED NOT EXCUSED

ENSEMBLE DIRECTOR _____