

# LAWTON CHILES HIGH SCHOOL

## Band Department

2023-2024 School Year

### Absence Request Form for all absences outside the school day

#### Absence, Tardy, or Early Departure

(Simply completing the form does not excuse the request)

Attendance can have a tremendous effect (both positive and negative) on a performing group's quality. It can also have a serious effect on a student's grade and continued performance participation. Please do not allow a failure to complete this form to cause negative consequences for yourself.

Except in cases of sickness, all other absences require advance approval per handbook policy.

In unpredictable situations like sudden illness or car trouble, PLEASE make every effort to inform Mr. German in advance if possible at [germann@leonschools.net](mailto:germann@leonschools.net).

When using this form to request a future excused absence, please follow the guidelines in the Band Handbook and follow-up with the Director on the day of the students return to class. You may complete the form and e-mail it to the Director at [germann@leonschools.net](mailto:germann@leonschools.net) or you may print out the form and submit it directly to the Band Office.

NAME \_\_\_\_\_ INSTRUMENT/AREA \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

DATE of OCCURRENCE \_\_\_\_\_

DATE Request SUBMITTED \_\_\_\_\_  
(It is due the date you return to school.)

<u>TYPE</u>	<u>ENSEMBLE</u>	<u>TYPE of FUNCTION</u>
____ Absence	____ Marching Band	____ Full Rehearsal
____ Tardy	____ Symphonic Band	____ Section Rehearsal
____ Early Dismissal	____ Symphonic Winds	____ Percussion
		____ Ensemble (type _____)
		____ Drill Team      Other _____

STATE WHY THE REQUEST IS NECESSARY: PARENT SIGNATURE \_\_\_\_\_

Please provide enough details for me to make an informed decision.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For OFFICE Use Only: Action: \_\_\_\_ Excused \_\_\_\_ Not Excused

Date: of Action Taken: \_\_\_\_\_ Director's Signature \_\_\_\_\_