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TREASURE COAST HIGH SCHOOL BAND DEPARTMENT

# BAND ABSENCE FORM : PRE-ARRANGED

STUDENT NAME \_\_\_\_\_ INSTRUMENT \_\_\_\_\_ GRADE \_\_\_\_\_

I am officially informing the band department of my anticipated absence from band

- Rehearsal
- Performance

on \_\_\_\_/\_\_\_\_/\_\_\_\_. This request is for the following reasons (be detailed and specific – what, where, why):

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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent Signature Date

This form is to be placed in the director's hands. This approval process must begin one week in advance for rehearsals and two weeks in advance for performances. In any event, forms must be completed and approved no less than two days in advance for rehearsals and ten days in advance for performances. Late forms in general are not accepted without penalty. Note: THIS FORM IS REQUIRED EVEN IF THE PARENT OR STUDENTS SPEAKS WITH THE DIRECTOR ABOUT THE ABSENCE.

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Band Director :      \_\_\_\_ Approved      \_\_\_\_ Denied      \_\_\_\_ Make-up assignment required

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Band Director(s) Date

Director  
Comments: \_\_\_\_\_

Make-up Assignment:

Completed on: \_\_\_\_\_ Checked by: \_\_\_\_\_

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TREASURE COAST HIGH SCHOOL BAND DEPARTMENT

**BAND ABSENCE FORM : AFTER THE FACT**

STUDENT NAME \_\_\_\_\_ INSTRUMENT \_\_\_\_\_ GRADE \_\_\_\_\_

I am officially informing the band department of my absence from band

- Rehearsal
- Performance

on \_\_\_\_/\_\_\_\_/\_\_\_\_. I am requesting this absence be excused for the following reasons (check below):

\_\_\_\_ Personal Illness      \_\_\_\_ Family Emergency      \_\_\_\_ Extenuating Circumstances

Please explain specific details (What, Where, When, How, Why as appropriate to the situation)

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

NOTE: Attach physicians note or other documentation where applicable.

This form must be completed and on file with the band director within 3 days of the students return to school. In general late forms are not accepted without penalty.

THIS FORM IS STILL REQUIRED EVEN IF THE PARENT OR STUDENTS SPEAKS WITH THE DIRECTOR ABOUT THE ABSENCE.

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Band Director :      \_\_\_\_ Approved      \_\_\_\_ Denied

\_\_\_\_\_  
Signature of Band Director(s)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Director  
Comments: \_\_\_\_\_

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