

Memorial

O R C H E S T R A

Absence Report

(for advance notification of absences)

STEP 1: Fill out and submit within one week of the distribution of the calendar of the conflicting event

Student Name:	Date Submitted:
Event to be missed:	Date of Absence:
Reason:	
Student Signature:	
Parent Signature:	

STEP 2: Conductors determine if the absence will be excused or not

Excused: _____ Unexcused: _____
Conductor's signature:
Make up assignment: See your conductor after the event

STEP 3: Makeup assignments must be turned in by 3:15 the Friday following the event

Date makeup assignment received by Conductors:
Event grade: