Memorial

ORCHESTRA

Absence Report

(for advance notifications 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 event

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

Date makeup assignment received by Conductors:
Event Grade: