

Bettendorf Show Choir

Absence Request Form 2019-2020

If you are going to miss a rehearsal, the absence form needs to be turned in by the Friday prior to the Monday rehearsal. For any other rehearsals (Friday mornings, choreography dates, etc.) the absence form must be turned in at least 48 hours in advance. **If in an emergency the form cannot be filled out an email must be sent to the director.** If attendance becomes an issue it will be handled via the consequences that could include suspension from performances.

If you are going to miss a performance the absence form needs to be turned in **PRIOR TO DECEMBER 2nd** unless it is an emergency situation.

Student Name: _____ Student Phone: _____

Parent/Guardian Name: _____ Parent/Guardian Phone: _____

Parent/Guardian Email: _____

Date of Absence: _____ Is this absence a rehearsal or performance? _____

Please explain the reason for your absence request:

Upon receipt of this form the directors will review your request. Within one school day your director will communicate the status of your request.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

FOR DIRECTOR USE ONLY

Date Received: _____

Approved or Denied: _____

Unexcused Absence #: _____

Excused Absence #: _____