

**Community HS District 99 South  
Fine Arts Department - Marching Mustangs**

**Request for Excused Absence**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

SECTION \_\_\_\_\_ DATE (S) TO BE EXCUSED \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

REASON FOR REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian Signature

As a reminder, this request must be given to a director or dropped in the band mailbox (with email notification) at least ONE WEEK in advance and must fall within the following criteria:

Absences and/or tardiness from rehearsals outside of the school day will be excused for the following reasons:

- a. Medical emergency or personal illness (parent/guardian note or phone call, or physician note required)
- b. Death in family
- c. Religious Holiday
- d. \*Special circumstances (family weddings, events that were part of your family calendar before you received the information contained in the Google Calendar)

\*These must be submitted at least ONE WEEK in advance. Every effort to return the form to the student will be made in a timely manner (parents please check with your student to see that he/she has received it). Any request not made within one week of the date will not be processed in time to be excused.

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Absences will not be excused for student work (employment) conflicts or homework/study time. Balancing time for these activities in conjunction with the marching band schedule is part of the learning process. Best practice dictates that this be done in advance for the benefit of the student, and for the group.

Absence is: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

**Unexcused absences may result in disciplinary action, including loss of performance privileges.**