



Excused Absence Request Form

All band rehearsals and performances are mandatory for the students enrolled. However, we understand that previously-scheduled family events or medical appointments will conflict from time to time. In order to ensure an excused absence, please observe the following deadlines for receiving absence forms:

- For absences from summer marching band rehearsals/camps : Monday, July 1st (Bring to school or scan and e-mail to director[s])
- For performance absences for First Semester: Wednesday, August 21st (first Wednesday night rehearsal of year)
- For performance absences for Second Semester: Friday, December 20th (last day of 1st Semester final exams - includes Memorial Day Parade)

We understand that emergencies occur and advance notice may not be possible. However, advance notice of scheduled absences is necessary to ensure quality rehearsals and performances for all band members. For MHS Band attendance purposes, an emergency shall be defined as "an unforeseen combination of circumstances or the resulting state that calls for immediate action," and does not include situations where individuals do not exercise proper care to provide notification by published due dates. Failure to provide notification by published due dates will generally result in the denial of an excused absence. *Please Note: This form does not cover rehearsal absences from within the school day. Daily rehearsals are subject to the standard Mundelein High School attendance policy. Please call the attendance office for absences from school.*

Submitted Absence Forms will be reviewed by directors to determine whether the absence is excused.

Student Name: _____

<p>Date of Absence: _____</p> <p>Reason for Absence: _____</p> <p>_____</p> <p>_____</p> <p>Date of Absence: _____</p> <p>Reason for Absence: _____</p> <p>_____</p> <p>_____</p> <p>Date of Absence: _____</p> <p>Reason for Absence: _____</p> <p>_____</p> <p>_____</p>
--

Date received: _____

Excused: _____