

GULF BREEZE HIGH SCHOOL

BAND DEPARTMENT

Request for Excused Absence or Tardy

Attendance can have a tremendous effect (both positive and negative) on a performing group's quality. It can also have a serious effect on a student's grade. Please do not allow failure to complete this form to cause your grade to be adversely affected. Except in cases of sickness or death in the family, all other absences require advanced notice to be considered for approval. (A minimum of **four weeks** notice is required for Marching Band and **eight weeks** notice is required for Concert Band.)

In unpredictable situations like sudden illness or car trouble, please make every effort to inform the Band Office in advance if possible (916-4100). An answering machine is always on for you to leave a message.

When using this form to request a future excused absence, please print out the form, complete it, and turn it in to the Band Office. Remember to give enough information so that the Director can adequately assess the request. **Submissions by email are no longer accepted.** Students should follow up with the Director within three (3) days of submitting this form.

NAME _____ INSTRUMENT/AREA _____

ADDRESS _____

PHONE _____

<u>DATE OF OCCURRENCE</u>	<u>REQUEST</u>	<u>ENSEMBLE</u>	<u>TYPE OF FUNCTION</u>
_____	_____ ABSENCE	_____ SOUNDWAVE	_____ FULL REHEARSAL
	_____ TARDY	_____ VARSITY BAND	_____ SECTION REHEARSAL
		_____ CONCERT BAND	_____ PERFORMANCE
		_____ SYMPHONIC BAND	_____ OTHER (SPECIFY)
		_____ INDOOR PERCUSSION	_____
		_____ WINTER GUARD	_____

STATE WHY THE REQUEST IS NECESSARY:

PARENT SIGNATURE _____

DATE SUBMITTED _____

FOR OFFICIAL USE ONLY: _____ DATE RECEIVED _____

ACTION EXCUSED NOT EXCUSED ENSEMBLE DIRECTOR _____