

Still Middle School Music Absence Request Form

Still Concert Attendance Policy

- Students are expected to attend all performances. Failure to attend a required concert without a valid, written excuse via the Absence Request Form (available on Edline), fully explaining the absence will result in the lowering of the student's grade. The Absence Excuse Form must be received **at least 2 weeks prior** to the event in order for the excuse to be considered. Ideally all excused absences will be reported by the time the handbook is due. (Notification of emergency conflicts will be received up to one week following the concert.)

- Upon notification of an absence via the Absence Request Form, **the director will acknowledge on the form that the absence is either Excused or Unexcused.** An excused absence allows the student to make up the grade in the form of an alternative assignment for a possible 100%. In the case of an unexcused absence, the student will be given the opportunity to make up the event however, the highest possible grade a student can receive will be 50%.

- For Fine Arts Festival and February BCO concerts, Combo students must complete two separate Absence Request Forms: one submitted to their Choir Director and one submitted to their Instrumental Director.

To be completed by Student and Parent:

Student Name: _____	Grade: _____
Performing Ensemble: _____	
Conflict Date and Event: _____	
Reason for request: 	
Print Parent Name: _____	
Parent Signature: _____	Date: _____

To be completed by Director:

- Date Absence Form was received: _____
- This absence has been declared (check one): ___ Excused (or) ___ Unexcused
- If excused, description of assignment:
- Make-up work: Due _____ Submitted on _____ Grade _____