Still Middle School 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 the Still Music Website), fully explaining the absence will result in the lowering of the student's grade. The Absence Excuse Form must be received **at least 1 week prior** to the event for the excuse to be considered.
- Concert quarantine notices sent through the school office will be counted as excused and there is no need for this separate form. If you child is out sick and was called out from school, there is also no need to fill out this form in advance. ALL sick/quarantined students can have a parent/guardian report their absence through email instead. Make up assignments will be issued in google classroom.
- 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%.
- In the case of missing the winter 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(s): _____

Conflicting Event: _____

Reason for request:

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

To be completed by Director:

- Date Absence Form was received: _____ from the student.
- This absence has been declared (check one):   ___ Excused   (or)   ___ Unexcused
- The absence assignment is to record your singing of your part with the recording of the concert songs. Make-up concert recording will be posted on google classroom for each missing student.