**Hanford West H.S. Instrumental Music**

**- Excused Absence Request ­-**

*Please use this form for events outside of the school day only. Absences from periods 0-7 should be cleared through the school attendance office. Only absences for specific and unavoidable conflicts will be approved & excused. The absence is not excused until this form is returned to you marked ‘Approved’.*

Please fill out this form completely and turn it in to Mr. Ramirez at least two weeks prior to the anticipated absence.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Today’s Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Ensemble:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Event/Rehearsal Missed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event Missed:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Actual Time Missed:**

Whole Event/Rehearsal  Partial Event/Rehearsal-Time Missed: From: \_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_

**Please describe in detail the reasons for missing the above event:**

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*“I understand the attendance policy for the ensemble I am participating in and that I may not perform if I miss a rehearsal the week of a performance. I also understand that an alternate assignment may be assigned due to my absence.”*

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_