RICHARDS MIDDLE SCHOOL BAND

*Absence from Rehearsal or Performance Notification Form*

In the event that a student is absent from a rehearsal or performance, please use this form to communicate with the instructor. Please present this form to the instructor prior to the absence if possible. In the case of an unexpected absence, this form should be given to the instructor immediately following the student’s return to school. If a student is absent and a form is not given to the instructor, the absence will be unexcused. All unexcused absences will affect the student’s grade.

It is the instructor’s responsibility to take attendance and be aware of the student’s whereabouts if they are absent from a rehearsal or performance. Accurate attendance maintenance can only be possible with the cooperation of the student and the parent in keeping the instructor informed.

**Student Name:**

**Activity:** Concert Rehearsal (Please circle)

Other

**Rehearsal/Performance date missed or to be missed:**

**Reason for absence:**

**Parent Name:**

(Please print)

**Parent Signature:**

(Please print)

**Date:**

**Phone Number:**

**Email address:**