



## Absence Request Form 0910 Season

***This form must be turned in for EVERY missed rehearsal or request to arrive late or leave early.  
Use one form for each absence.***

Name: _____	Instrument: _____
GNYO GNCO GNVE	Date form submitted: _____
	Date of absence _____
I will be (check one):	
<input type="checkbox"/> Missing the entire rehearsal	<input type="checkbox"/> Missing part of rehearsal
	Time leaving/arriving rehearsal: _____

- You are allowed a maximum of **three absences** (excused OR unexcused) for each semester (Fall and Spring). If you exceed your allowed number of absences in a semester you may not be allowed to play that semester's concert.
- Attendance at Dress Rehearsals (the last rehearsal before a concert) is *required*.
- Please be sure to notify Stacy Beltran of absences at least one week in advance.
- Any last minute family emergencies or illness **MUST** be called into the office (973.624.3713 ext. 268). You may also send an email (sbeltran@njsymphony.org) IN ADDITION to your phone call if you wish.

The following reasons are considered unacceptable: *studying, sports, doing errands, jobs/employment, performances unrelated to school*. It is expected that students will organize their schedules so there is no conflict with GNYO/GNCO rehearsals and concerts.

### REASON FOR ABSENCE

FAMILY:	<input type="checkbox"/> Religious observance	<input type="checkbox"/> Death in the family	<input type="checkbox"/> Family illness
ILLNESS:	<input type="checkbox"/>		
SCHOOL-RELATED:	<input type="checkbox"/> Concert	<input type="checkbox"/> Field Trip	<input type="checkbox"/> SAT / PSAT Testing
	<input type="checkbox"/> Other _____		
TRANSPORTATION:	<input type="checkbox"/> No way of getting to rehearsal	<input type="checkbox"/> Check here if you think transportation may be a regular difficulty for you or your family	
OTHER:	<input type="checkbox"/> Explain: _____		

Student signature: _____
Parent/ Guardian signature: _____

OFFICE USE:	Acceptable: YES / NO	ABSENCE # _____	In database: <input type="checkbox"/>
Follow up calls/notes: _____			