



Absence Request Form

2011-2012 Season

This form must be turned in for EVERY missed rehearsal or request to arrive late or leave early, without exception. Use one form for each absence.

Name: _____ Instrument: _____

Date form submitted: _____ Date of absence: _____

Orchestra: _____

I will be missing for (check one): Whole rehearsal Part of rehearsal Time at rehearsal: _____

- Attendance is mandatory for YOSA rehearsals and concerts;
- Absences from rehearsals within one week prior to a concert may result in the student missing that concert;
- This form is to be used in extraordinary circumstances when the student is either sick or has a conflicting event that they are unable to schedule around YOSA rehearsals;
- Any school related absences must be signed by the relevant school teacher;
- Any sickness or last minute family emergencies **MUST BE** called into the office (210-737-0097). You may e-mail us **IN ADDITION** to your phone call if you wish.

The following excuses are considered unacceptable: *errands, studying, practice, jobs/employment, non school performances*. It is expected that students will organize their schedules around these activities so they do not interfere with YOSA rehearsals. See the Member Handbook for details on the attendance policy.

Reason for absence (complete one section)

Family / Other Reason: _____

Sick *Note: If you are ill on the day of a rehearsal, please call the office at (210 737- 0097) and turn in this completed form the following week.*

Nature of illness: _____

Honor Group Name of honor orchestra/band: _____

Contact information for honor orchestra/band:

Name: _____ Phone #: _____

School / College Event Nature of event: _____

School teacher name (please print): _____ Phone #: _____

School teacher signature: _____ Date: _____

Student signature (form not valid without this signature): _____

Parent/Guardian signature (optional, but preferred): _____

Office use: Acceptable: YES / NO _____ in Database:

Follow-up calls/notes: _____