

# Niceville High School Band

## Request for Excused Absence or Tardy

Attendance can have a tremendous effect (both positive and negative) on a performing group's quality. It can also have a serious effect on a student's grade. Please do not allow failure to complete this form to cause your grade to be adversely affected. Except in cases of sickness or death in the family, all other absences require advanced notice to be considered for approval. In unpredictable situations like sudden illness or car trouble, please make every effort to inform the Band Office in advance if possible (833-4261). An answering machine is always on for you to leave a message.

**When using this form to request a future excused absence please:**

1. Always check the Band Calendar found at: <https://www.charmsoffice.com/charms/calendar.asp?cb=512894>
2. Complete the form on-line and print a copy OR print the form and then complete it.
3. Provide enough information so a Director can adequately assess the request AND include a parent signature.
4. Hand the form only to a Director. DO NOT place the form in the Red or Blue Boxes.  
**Submissions by email are no longer accepted.**
5. Follow up with the Director within three (3) days of submitting this form.

NAME \_\_\_\_\_ INSTRUMENT/AREA \_\_\_\_\_

PHONE \_\_\_\_\_ DATE OF OCCURRENCE \_\_\_\_\_

**REQUEST IS FOR:**     \_\_\_ ABSENCE     \_\_\_ TARDY

\_\_\_ EAGLE PRIDE     \_\_\_ WIND ENSEMBLE     \_\_\_ SYMPHONIC WINDS     \_\_\_ CONCERT BAND

\_\_\_ VARSITY BAND     \_\_\_ OTHER (SPECIFY) \_\_\_\_\_

**FOUR WEEK NOTICE IS REQUIRED FOR THE FOLLOWING EVENTS:**

\_\_\_ REHEARSAL     \_\_\_ FOOTBALL GAME     \_\_\_ HOLIDAY PARADE

**EIGHT WEEK NOTICE IS REQUIRED FOR THE FOLLOWING EVENTS:**

\_\_\_ MUSIC PERFORMANCE ASSESSMENT/FESTIVAL (MARCHING OR CONCERT MPA/TROY ETC.)

\_\_\_ CONCERTS (SOUNDS OF THE STADIUM, SPRING CONCERT, JAZZ DINNER, ETC. )

**STATE WHY THE REQUEST IS NECESSARY (PLEASE BE SPECIFIC. "FAMILY EVENT" IS NOT SPECIFIC):**

\_\_\_\_\_  
 \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_  EXCUSED  NOT EXCUSED DIRECTOR \_\_\_\_\_