OLA HIGH SCHOOLS BANDS
REQUEST FOR EXCUSED ABSENCE

STUDENT NAME_____

TODAY'S DATE_____

DATE(S) OF ABSENCE_____

REASON FOR
ABSENCE_____
_____
_____
_____

*Please be specific! We must have enough information to be able to determine whether or not an absence may be excused. "Important Matters", "Family Matters", etc. does not give the Director an opportunity to excuse a student.

NOTES:

- **THIS FORM MUST BE COMPLETED AND RETURNED TO THE BAND DIRECTOR ON THE SCHOOL DAY FOLLOWING YOUR ABSENCE.**
- This form MUST be completed and turned in at least TWO WEEKS in advance of any anticipated absence by a band student. (Excluding extreme emergencies)
- To be considered for an excused absence due to illness, you must have visited a physician (remember to attach a note of confirmation) or have a parent or guardian call the band office BEFORE 3:00pm on the date of your absence, and you must also attach a note of confirmation from your parent/guardian to this report.

Parent Signature_____
Student Signature_____

***FILLING OUT THIS FORM DOES NOT GUARANTEE THAT THE ABSENCE WILL BE EXCUSED. IT IS THE RESPONSIBILITY OF THE STUDENT/PARENT TO FOLLOW UP WITH FURTHER INFORMATION OR MAKE-UP WORK.

----------DO NOT WRITE BELOW THIS LINE----------

Action taken: ___EXCUSED ___UNEXCUSED

DIRECTOR SIGNATURE_____ DATE_____