

**SEVEN LAKES ORCHESTRAS
ABSENCE NOTIFICATION FORM**

Orchestra activities are planned so that the least amount of activities will conflict. All students are encouraged to participate in as many activities as they wish, but at the same time, orchestra members are expected to participate in all orchestra events, rehearsals, and performances, remembering that a grade is given for each event.

IMPORTANT: In the event of a conflict, the student has the responsibility of submitting this signed form from a parent or the appropriate teacher or sponsor stating the reason for the conflict. These forms are available from the orchestra office. Forms that have not been submitted prior to two weeks before the orchestra event may not be considered. This form does not automatically excuse an absence. Each case will be considered individually and privately according to its circumstances.

All absences, whether excused or unexcused, must be made up and it is the student's responsibility to obtain the makeup assignment. Only excused absences will be given full credit. Last minute excuses cause problems in scheduling and may not be excused. The only exception would be a student illness or death in the family. Not having a ride to an orchestra function does not qualify a student for an excused absence. If this occurs, please try to get a ride from another student. As a last resort, call the orchestra office. Please make efforts to make sure that you have reliable prearranged transportation to all activities. **Note: an absence from a performance will result in the lowering of at least a letter grade for the six weeks.** The attendance guidelines do not apply to social events.

DO NOT DETACH

Student's Name: _____

Event Missed: _____

Event Participating In: _____

Day, Date, Time: _____

Parent/Sponsor Name (Printed): _____

Parent/Sponsor Signature: _____

Today's Date: _____

OFFICE USE ONLY: Date Received: _____ E _____ U _____