

Request for Approved Absence

This form must be submitted at least three (3) days in advance of the absence.

Students that are granted an approved absence will be given the opportunity to make up the points missed as a result of the absence. Students with unapproved absences will not have an opportunity to make-up points. **Please note, the student is responsible for seeing Ms. Carranza to discuss a make-up assignment within 3 days of the absence.**

Student's Name: _____

Date(s) of Absence: _____

Reason for Absence:

Parent/Guardian: Please read the statements below and acknowledge your understanding by providing your signature where indicated.

I confirm that my student is requesting an approved absence from a "Little Green Machine" performance for the reason described above. I understand that if the director learns, either prior to the absence or after the absence, that the student did not attend the performance for a reason other than the one stated above, the student will NOT have the opportunity for a make-up assignment and the absence will be documented as "unapproved."

Parent Signature: _____ Date: _____

For Director Use Only:

Approved Unapproved

Make-Up Assignment: _____

Completed Assignment? Yes No Date Completed: _____