

# Absence / Tardy Form

**Procedure:** Students must submit the following form to the Executive Director at **least one week** prior to the requested absence or tardy date. Requests will be reviewed on a case by case basis. Completion of the form is not a guarantee of approved absence or tardy.

In case of emergency or unanticipated absence, please immediately call or text Megan Bevill, Executive Director, at 443-852-2205. A letter of explanation should be submitted at the following rehearsal.

Student Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ Orchestra: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

Reason for Absence / Tardy (please be specific): \_\_\_\_\_

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

*I understand that this form is not a guarantee of an approved absence/tardy and that excessive absences/tardy (even for legitimate reasons) may affect my participation in the Rappahannock Youth Symphony and that tuition will not be reimbursed.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_