

Poway High School Instrumental Music Dept. Absence Form

This form must be completed and turned into the band office, either as a hard copy or by email, at least one (1) week in advance of any anticipated absence or within two (2) days of extreme emergencies. If this form is not filled out and returned to the band office within the timeframe previously mentioned, the absence would be unexcused, **no exceptions**.

FILLING OUT THIS FORM DOES NOT GUARANTEE THAT THE ABSENCE WILL BE EXCUSED!!!

Student Name: _____ Ensemble: _____

Today's Date: _____ Date of Absence: _____

Description of event missed: _____
(i.e. Thursday night rehearsal, football game, Saturday morning block, graduation ceremony, etc.)

Please select one of the following reasons for the absence:

Illness

(If the student was at school the day of the absence or the Friday before the weekend absence then we need a doctor's note)

Poway High School Athletic Activity

(Please specify- name of sport, type of event, and name of the head coach)

Poway High School Related Activity

(Please specify- name of activity, type of event, contact person in-charge)

Religious

(Please be specific)

Death in the Immediate Family

Other commitment: _____

Student signature: _____

Parent signature: _____

(Contact Information)