

Planned Absence Form

If you know your child will be absent from a required concert, after-school rehearsal, or festival for an EXCUSED absence, they must complete a *Planned Absence Form*. **Planned Absence Forms must be turned in three weeks before an event, but should be submitted as soon as you are aware of a potential conflict.** Forms are available in the choir room and on the choir website. You may turn in a conflict form for any of the following activities without a consultation with the director:

- A. Illness
- B. ACT, PSAT, or PLAN testing
- C. Family Wedding, funeral, vacation
- D. Religious activities
- E. Academic Ineligibility

Any other conflicts must be discussed with Mr. Middaugh before you turn it in.

*Work or job related activities are not excused. Students need to request the date off from their employer.

Student Name: <i>Janie Smith</i>	Ensemble: <i>Prelude</i>
Date of the Planned Absence: <i>April 18</i>	
Event: <i>State Choral Festival</i>	
Reason: <i>My family will be on vacation in Florida from April 15-30, so I will not be in town when Men's Chorus goes to State Choral Festival. Sorry!</i>	
Student Signature: <i>Janie Smith</i>	
Parent Signature: <i>Mrs. Smith</i>	

Extra forms can be picked up from the Choir Room or downloaded from the choir website.