

**SHERANDO HIGH SCHOOL BAND**  
*“A 20 Year Virginia Honor Band”*

# STUDENT ABSENCE FORM

**Student:** Please fill out this form for any absences that you anticipate, before the deadline has passed, and submit this form back to Director (in slot outside of Band Office marked “Director Mail.”)

**Policy For Absences:** Any absences from performances require at least 4 weeks notice in order to be excused. Absences from rehearsals outside of the school day require at least 2 weeks notice to be excused. All planned absences must be cleared with director, regardless of circumstance, with the exception of severe family emergency or illness documented by a physician. All absence circumstances will be handled on a case by case basis.

School policy dictates that students who participate in more than one Sherando sponsored activity that occurs at the same time are permitted to choose which activity they will participate in, and this does not follow the 4 week/2 week policy. Every effort should be made to plan well ahead, and communication with director well in advance will only help everyone involved.

## PLEASE FILL OUT THE FOLLOWING:

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

**Parent Name:** \_\_\_\_\_

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

**Grade (current year):** \_\_\_\_\_

**Instrument:** \_\_\_\_\_

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

**Date of Performance or Rehearsal  
You Are Requesting Absence From:** \_\_\_\_\_

**Absence Reason:** \_\_\_\_\_

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

As needed, Student will either be notified by Director through their school email and/or verbally if absence is considered excused or unexcused. Every effort will be made to work with the student to ensure all parts of the situation are handled with proper respect and care. Well in advance communication of any potential absences will always be the best case scenario. Please email the Director with questions as needed.