

Dear Mrs. Meyers,

I have a conflict on the following date and would like to request an excused absence. I understand that to be considered for excused status, I must meet the requirements and expectations listed in the Grand Haven High School Orchestra Student Handbook.

Student Name: _____

Group (Circle One): Concert Symphony Chamber

Date(s) of Absence(s) _____ Rehearsal _____ Performance _____

Reason: _____

(use back of sheet if necessary)

I understand that I must make up the time I will miss within a week (or the marking period) of my absence. I understand that if I fail to make up the time and work, the absence becomes unexcused. Thank you for your consideration in this matter.

Proposed date of makeup _____ Time: _____

Student _____ Date _____

Parent _____ Date _____

*****Office Use Only*****

EXCUSED _____

UNEXCUSED _____

Work Completed _____

Recorded / Grade Book _____

* * * * *

Make up Work to be completed: _____

Assessment of Work Completed: _____
