

Excuse Request Form

Kennedy Singers

NAME _____ DATE _____

CLASS: _____

I am requesting permission to be ABSENT /TARDY / RELEASED EARLY

From REHEARSAL / PREFORMANCE / SECTIONAL on _____ (dates)

If you are going to be tardy, what time will you arrive? _____

If you are going to leave early what, time will you leave? _____

In the space below please explain the reason for this excuse request.

If you are going to be absent, what are you planning to do to makeup the lost points?

If your conflict is due to athletics or another school function who is your coach/advisor?

Parent/Guardian Signature _____

Date: _____

Please attach parent or doctor's note explaining circumstance to the back of this form

This form is designed to inform the director of your absence/tardiness. You must make up the time you have missed to get full credit for this event. In the event extra credit is not completed, a zero will result in the score!! No exceptions!

* It is your responsibility to make contact with Ms. B regarding any make-ups!*