

# Ponderosa Choir Absence Request Form

Your Full Name: \_\_\_\_\_

I need to miss (date) \_\_\_\_\_

Today's Date \_\_\_\_\_ (Date that you turn this in!)

Is this 2 weeks notice? YES NO (if no, explain why not) \_\_\_\_\_

I am missing because . . . (check the box)

- I will be out of town with my family.
- I will be doing a school activity (describe) \_\_\_\_\_
- I have a doctor's appointment that I can't miss.
- Other (please describe) \_\_\_\_\_

I will miss the following kind of rehearsal/performance: (circle one)

REHEARSAL      CONCERT      CHAMBER REHEARSAL

Parent Signature (verification that they know where you will be)

\_\_\_\_\_ Date: \_\_\_\_\_

Student Signature (verification missing rehearsal for a good reason)

\_\_\_\_\_ Date: \_\_\_\_\_

Director Signature (verification that the director is aware of absence)

\_\_\_\_\_ Date: \_\_\_\_\_

Approved? YES / NO Info returned to student on: \_\_\_\_\_

Completed form needs to be put in the inbox on the Date listed above.

## **Concert and Rehearsal Policy**

Concerts are our opportunity to assess what we are learning and are like exams. Every singer is valuable to our ensemble and grows immensely from performing. Concert attendance is a huge grade requirement. Nonattendance will result in a grade drop of two whole grades. (A to C, B to D, etc.) Transportation must be arranged to and from events. If a student must miss a concert for a reason such as illness or a death in the family, parents must contact Mrs. Nisbet. If a student is going on a previously planned vacation or has a conflict, they must inform Mrs. Nisbet two weeks before the concert to receive makeup work for full credit. If a student informs Mrs. Nisbet a week before, makeup work can still be completed but 20 points will be taken off. And any student informing Mrs. Nisbet less than three days before will only have the chance to make up half of the points possible. No makeup work will be given to NoCalls/NoShows for concerts. (Directly from disclosure document.)

Make Up Work Assigned for this Absence:

---

---

---

---

---

---

---

---

---

---