

# **PUGET SOUND YOUTH WIND ENSEMBLE ABSENCE REQUEST FORM**



Please complete this form and return it to PSYWE Board of Directors  
at least **two weeks** prior to the anticipated absence.

To request an absence for a known school or major life event, please submit an "Absence Request Form" a minimum of two weeks prior to the absence. The form must state the reason for the absence and be submitted to the President of the Board for approval. The President will discuss the absence request with the conductor, and students and parents will be notified if the request is not approved, or if the number of absences is excessive.

If a student is absent or late and did not submit an "Absence Request Form" before the absence, s/he must submit a letter of explanation to the President of the Board before the next rehearsal. In the event of illness or last-minute family emergencies, please contact the PSYWE Board of Directors at 253.370.8806 immediately; in addition to the call, a letter of explanation should be submitted to the board before the next rehearsal. Please note: a letter of explanation from a parent/guardian **MUST** follow all unanticipated absences and must be submitted before the next rehearsal.

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Student's Name: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_ Date of Absence: \_\_\_\_\_

Reason for request of absence (please be as specific as possible):

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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**For Office Use:** Date Received: \_\_\_\_\_

Absence approved? yes no Total # of absences during this concert cycle: \_\_\_\_\_