

MUNSTER HIGH SCHOOL BANDS

8808 COLUMBIA AVE.

MUNSTER, INDIANA 46322

(219) 836-3200

REQUEST FOR ABSENCE FORM REQUIRED CO-CURRICULAR ACTIVITY

Name of activity: _____

Date(s) of absence: _____

Reason for absence: _____

Signatures: _____

(Student)

(Parent/Guardian)

(Date)

In the event of an anticipated absence, this completed form is to be submitted to the Director as soon as the student becomes aware of the situation (seven days minimum). In case of an unforeseen absence (sickness or death in the family) the form should be submitted as soon as possible after the absence. In an emergency situation, a phone call is expected. PLEASE READ THE BACK OF THIS FORM.

If absence is due to a previously scheduled school activity requiring the student's participation, the sponsor of the school activity should complete the blanks below.

Name of conflicting school activity: _____

Date student informed/advised of activity: _____

Signature of activity sponsor: _____

Received by co-curricular teacher: _____

(Date)

(Signature)

Approved (excused absence) _____

Denied (un-excused absence) _____

Explanation if denied: _____

PLEASE READ THE INFORMATION ON THE BACK OF THIS FORM
The following policy applies to music courses as co-curricular activities. Co-curricular activities usually occur outside the regular school hours. They are the direct outgrowth of, and, in part, an objective of a particular curricular offering. Enrollment in (or satisfactory completion of) a designated curricular offering is a prerequisite for participation in co-curricular activities and the activity is essentially a class project or an extension of curricular expectations. When the quality of class projects is dependent upon individual attitudes, responsibilities and classroom preparations, such factors are relevant to individual student evaluation.

A. Co-curricular activities shall be scheduled well in advance of the rehearsal or

performance. Students shall be provided a copy of the schedule of known activities at the beginning of the year or semester. Any additions or corrections to the schedule will be shared with the students at the earliest possible date.

B. Since rehearsals and performances are an extension of and vital to the regular school program, participation in all scheduled rehearsals and performances is required.

VALID EXCUSES FOR ABSENCE ARE:

1. An illness that would confine the student to home or hospital.
2. A death in the family.
3. A School Town of Munster sponsored activity which requires the student to participate in an event scheduled previously to the announcement of the rehearsal or performance.
4. A religious holiday.

Valid excuses (1) and (2) death in the family will require a verifying written notice signed by member and parent or guardian to be submitted upon return of the student.

All other reasons for absence must be submitted, in writing, at least (7) seven days prior to the absence. The request for absence must include date of absence, reason for absence, student signature and parent or guardian signature, and must be submitted or mailed to the Director. Under no circumstances should the request form be given to another student or any other party, then to be given to the Director. Forms are available from your Director. Note: WORK AND FAMILY OUTINGS ARE NOT ACCEPTABLE EXCUSES FOR MISSING A SCHEDULED PERFORMANCE. Other special circumstances should be brought to the attention of the director at the earliest possible date.