

**Dundee Middle School Music Department
Absence Request Form**

Student Name: _____

Performing Ensemble & Grade: _____

Conflict Date and Event: _____

Policy

- This form must be submitted to the director at least **two weeks** prior to a potential absence in order for the absence to be considered (or, in the case of an emergency, up to one week following an event). Failure to attend a required event as designated in the *Handbook* (performance, concert, dress rehearsal, festival, etc) without a valid, written excuse fully explaining the absence may result in the lowering of the student's grade.
- Each request will be evaluated individually, and determination of excuse validity and legitimacy will be made by the music director and when appropriate, in collaboration with DMS administration. The request will be deemed as either "excused" or "unexcused". An excused absence means that the student has an opportunity to make up the grade in the form of an alternative assignment. In the case of an unexcused absence, the student will have an opportunity to earn PARTIAL credit in the form of an alternative assignment.
- Submitting this form does not automatically excuse a student.
- Please be respectful of our musical team and do not offer excuses at the last minute.
- **Conflicts that are not valid may include: outside athletics, community activities (outside theatre, etc.), work schedules, babysitting, lack of transportation, forgetting, etc. Absences for these reasons will not be excused and will result in a lowered grade. Unless otherwise arranged, make-up work is due one week after it is assigned.**

Why is attendance mandatory at performances?

- Performing for an audience is one of the primary focuses of our ensembles. Concerts provide an experience that cannot be reproduced in the classroom. Performances are the mean by which many of the skills learned in class are evaluated. Ensemble performance is a group effort. The performance is weakened by every missing member. We rehearse together and we perform together. Similar to a major exam or project in a traditional academic class, the concert performance serves as a summative assessment, measuring student performance.

To be completed by student/parent:

Reason for request:

Parent Signature _____ Date: _____

To be completed by director:

Date Received:

This absence has been declared (check one): ___ Excused or ___ Unexcused

Description of assignment:

Make-up work: Due _____ Submitted on _____ Grade _____