

*Please fill out and turn in Both Copies*

STUDENT COPY

**Excused Absence Form  
CHS Instrumental Music**

Name \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

Event \_\_\_\_\_ Date of Event/Absence: \_\_\_/\_\_\_/\_\_\_

Reason for Absence: \_\_\_\_\_

If arriving late,  
Time arriving:  
\_\_\_\_\_

*For Office Use:*

Approved  Not Approved  Note/Comment: \_\_\_\_\_

Please see Mr. Smith ASAP

**This form must be submitted at least One Week prior to rehearsal and at least One Month prior to a performance. Failure to meet the deadline warrants an unexcused absence. Please plan ahead!**

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