Illinois Valley Youth Symphony Orchestra

*Planned Excused Absentee Form*

**Students are allowed no more than two absences per semester. For specific concerns, please contact Delle Vercimak.**

Return this form at least one week in advance to Delle Vercimak at rehearsal or notify by email: ivysorchestra@gmail.com

|  |  |
| --- | --- |
| Student: | |
| Today’s Date: | Date of Absence: |
| Check the appropriate box:  I will be absent from rehearsal  I will arrive late to rehearsal—Time of arrival\_\_\_\_\_\_\_\_\_\_\_  I need to leave rehearsal early—Time of departure\_\_\_\_\_\_\_\_\_ | |
| Reason: | |

Excused absences ONLY, PLEASE (includes required school functions and family trips.)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| For Office Use Only | | |
| Received | Number | EMS |

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