

Arts Umbrella
ABSENCE REQUEST FORM

If you are planning to miss a rehearsal for reasons other than illness or family emergency, a request must be submitted in writing to your conductor **no later than 10 days before the missed rehearsal**. Musicians can miss only one rehearsal per concert set for a reason other than illness or family emergency. It is not acceptable for a musician to miss either one or both of the two rehearsals before a performance.

Name: _____

Submitting Date: _____

Date of Rehearsal You Will Miss: _____

Orchestra: ___ YS ___ JO ___ LS ___ ES

Reason for Absence:

For Conductor Use Only:

___ Excused ___ Unexcused

Conductor Signature: _____

Comments: