



FLORIDA SYMPHONY  
YOUTH ORCHESTRAS  
HANRICH CLAASSEN, MUSIC DIRECTOR

### Request for Absence Form

Should you believe you need to miss a rehearsal or a concert, please fill out this form and return it to your orchestra manager. **This form should be submitted, fully completed, at least 2 weeks in advance of your absence.**

For unexpected or emergency absences, please contact your **Orchestra Manager** by phone.

Students are allowed 3 excused rehearsal absences during the Concert Season. Please keep in mind that 3 tardies equals 1 absence. Concert absences are handled on a case by case basis.

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Orchestra: \_\_\_\_\_

Date of proposed absence: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have discussed this absence with my student and have agreed to this absence.

\_\_\_\_\_  
Conductor's Signature Date

I have discussed this absence with my conductor, and I understand consequences of future absences.

\_\_\_\_\_  
Student Signature Date

Received: \_\_\_\_\_  
Logged: \_\_\_\_\_