

### Large Instrumental Ensemble Absence Request Form

Please complete this form and submit it to the appropriate ensemble manager at least one month before the requested absence. **Please note that the neither the approval of your teacher nor the receipt of this form by the ensemble manager(s) guarantees an excused absence.**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Instrument: \_\_\_\_\_ Ensemble: \_\_\_\_\_

Date(s) of requested absence: \_\_\_\_\_

Date of requested departure: \_\_\_\_\_ Requested return date: \_\_\_\_\_

Provide **detailed** information about your reason for requesting an absence (remember to include flight date/time information):

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Will send substitute (strings are exempt): Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

Form received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date