

Absence / Tardy Report

Monmouth Pep Band

PLEASE CIRCLE: ABSENCE TARDY LEAVE EARLY

NAME _____ DATE _____
(As it appears in our records)

INSTRUMENT: _____

EMAIL ADDRESS: _____

DATE OF ABSENCE/TARDY _____

REASON FOR ABSENCE/TARDY _____

1. These absences are considered excusable: a) an illness which renders you unable to attend class or which makes you a contagious threat, b) death in the immediate family, c) unexpected family crises, auto accidents, heart attacks, etc., and d) religious beliefs. If you have visited the Monmouth Student Health Center or a private physician, please attach a note of confirmation from your physician.

2. To be considered for an excused absence that can be anticipated, this form must be completed and returned to a director before the anticipated absence. Prior approval from a director is required for consideration of an excused absence or tardy due to an official Monmouth function. Please provide documentation detailing the event including the date, time, name of the sponsoring department, and the signature of the professor.

3. In case of a death in the immediate family, unexpected family crisis, auto accidents, heart attacks, etc., please contact the band office as soon as possible.

Action taken by Director: Excused Unexcused

Director's Signature _____ Date _____

REMARKS:

The deadline for turning in the form is one week from the day you return. After that date, the absence / tardy will be considered unexcused. A copy of this form will be on file in the band office. You may request a photocopy for your records.

