

**CORNELL COLLEGE  
DEPARTMENT OF MUSIC**

REQUEST FOR EXCUSED ABSENCE OR TARDY

Attendance has a direct effect on you and those involved in this ensemble. Please do not allow either to suffer by failure to attend and contribute to your rehearsal. In the event you must miss a rehearsal please submit this form at least **one week in advance**. In unpredictable situations such as illness, you should contact the ensemble conductor or Cathy Schonhorst (music office secretary) with as much notice as possible. This form should be completed within three days of your return. Choir grades are determined by participation. Do not jeopardize your grade by unexcused absence.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS OR DORM: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE MISSED: \_\_\_\_\_

<b>CIRCLE ONE:</b>  TARDY  ABSENCE	<b>TYPE OF FUNCTION:</b>  FULL ENSEMBLE  SECTIONAL  DRESS REHEARSAL  PERFORMANCE	<b>REASON:</b> _____ _____ _____ _____ _____
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SIGNED: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Action: Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

Director Signature: \_\_\_\_\_