

Contact Andrew Hill with any questions:

(530) 216-9184

ahill@scvanguard.org



ABSENCE REQUEST FORM

*All absences require a submission of this form to the Community Arts Director will all the necessary information provided. It may be emailed or submitted in person. Forms are due at least **THREE WEEKS IN ADVANCE** of the requested absence.*

Name

(_____) _____
Phone #

Email Address

Please Circle: Absence Late Arrival ____:____ Leave Early ____:____

Date of Absence/Late Arrival/Early Leave: _____

Name of Event: _____

Event Timing (Please be specific): ____:____ To ____:____

Location: _____

Event Contact Information:

Coordinator's Name: _____ Phone #: _____

Email Address: _____

****All fields must be filled in for request to be submitted. Incomplete forms will be returned.***

Date of Request

Signature of Parent (if under 18 yrs. old)

Signature of Musician

For Office Use Only

Approved By: _____ Date: _____

Denied By: _____ Date: _____