

VANGUARD

music and performing arts



ABSENCE REQUEST FORM

All absences require a submission of this form to a YBE or YPE Music Director with 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 Number

Email Address

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

Date of Absence/Late Arrival/Early Leave: _____

Reason for Absence: _____

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
