



**Request for Excused Absence for Rehearsals and Performances**

Form must be submitted as soon as you are aware of the conflict, and no less than two weeks in advance of the rehearsal and one month in advance of a performance.

Singer's Name: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Singer's Choir: \_\_\_\_\_ Date of Absence: \_\_\_\_/\_\_\_\_/\_\_\_\_ (only 1 date per form)

Tardy \_\_\_\_\_ Leave Early \_\_\_\_\_ Absent \_\_\_\_\_

Please state completely why this absence is necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Director's Signature

Excused     Not Excused

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**Attendance Policy from the MECCA Handbook:**

In order to build a cohesive choral ensemble, it is necessary for all the singers to be present. Individuals with excessive absence – even if for good reasons – undermine the ensemble, and may be asked to sit out the concert for which those rehearsals were preparation.

When the singer is prepared to attend regularly, he or she can be re-admitted to the choir.

- Promptness Is Essential. Many schools are willing for the singers to be dismissed a few minutes early so they can arrive on time. Two times being late 30 minutes or more constitutes an absence.
- Three excused absences are allowed for illness and/or irreconcilable schedule conflict per semester.
- Absence from mandatory or dress rehearsals can result in the child's not participating in the particular performance.
- Attendance at ALL concerts is mandatory.
- More than three excused absences OR one unexcused absence may result in the child being asked to withdraw from the group.
- At the discretion of the conductor of the choir, singers may be required to perform a "music check" to ensure that they have worked on their own to learn material covered in a missed rehearsal.