



- FOR SCHOOL CONFLICTS ONLY -

**REQUEST FOR ABSENCE FROM A MANDATORY REHEARSAL/PERFORMANCE**

Please complete this form and submit it to the Business Manger four weeks prior to the date of your requested absence. Your request will be presented to the Board of Directors at their next Board meeting and you will be notified of the outcome within 24 hours of the Board's decision. Board decisions are final. Please attach additional sheets or supporting materials as necessary.

Your Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Requested Absence Date: \_\_\_\_\_ Time: \_\_\_\_\_

School Name: \_\_\_\_\_

Class Title: \_\_\_\_\_

Event Name (if applicable) : \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Phone Number: \_\_\_\_\_

Is this the person we can contact to verify information?

YES \_\_\_\_\_ NO \_\_\_\_\_ (please call \_\_\_\_\_ at \_\_\_\_\_ instead).

Reason you are requesting this absence: \_\_\_\_\_

\_\_\_\_\_

When did you first know about the school conflict date? (give specific date): \_\_\_\_\_

How does this school even affect your grade? Percentage of final grade? \_\_\_\_\_

Is a Make-up available to you? \_\_\_\_\_ Extra credit available? \_\_\_\_\_

If so, please explain: \_\_\_\_\_

\_\_\_\_\_

What have you done so far to negotiate/discuss this conflict with your teacher? \_\_\_\_\_

\_\_\_\_\_

Any other information or considerations you would like the ECC Board of Directors to know:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The ECC Board of Directors realizes that school functions are an important priority for you as a student. Your request will be taken seriously and scrutinized carefully. Please be aware, though, that the quality of the ECC and its performances are also of utmost importance and, as a result, the Board has a right to hand down any of the following decisions: 1) your request is denied and you will have to choose between the conflict or ECC, 2) your request is granted, but you are given a smaller role, 3) your request is granted and you will be allowed to miss the mandatory with no consequence or 4) other. It is important that you accept and understand that the Board's decision is final.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Internal Use Only:**

Date Received by Manager: \_\_\_\_\_ Date of Board Meeting: \_\_\_\_\_

Board Decision \_\_\_\_\_

Who will Inform student of Decision? \_\_\_\_\_

**ATTACH ADDITIONAL SHEETS OR SUPPORTING DOCUMENTS AS NECESSARY**