



**HAMILTON HIGH SCHOOL BAND DEPARTMENT  
EXCUSED ABSENCE REQUEST FORM**

*To be completed two weeks prior to a performance conflict, one week prior to a rehearsal conflict or 48 hours after an emergency absence.*

**Student Name** \_\_\_\_\_ **requests an excuse for (circle one)**

*Absence*

*Tardy*

*Early dismissal*

**from a** \_\_\_\_\_ **on** \_\_\_\_\_  
(rehearsal or performance) (date)

**Specific Reason for Absence** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Work is not an excused absence.)*

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

Please complete a copy of this form and return to Brittany Haselwood.  
Student will receive a copy of this form if the absence is classified as UNEXCUSED.

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**DATE RECEIVED** \_\_\_\_\_

**EXCUSED**

**UNEXCUSED**

**Director Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Ms. Brandt*