

ABSENCE REQUEST FORM (one form per absence)

Date Submitted: _____

Name: (print clearly) _____

Orchestra: _____ Instrument/Section: _____

Date of Absence: _____

I will be absent from Houston Youth Symphony for the following reason(s):

I have missed (including this request) _____ rehearsals this concert cycle.
Number

Signature of Musician or Parent

Signature of HYS Conductor

- Attendance at all rehearsals is expected. **Any absence must be signed off in person by your conductor by completing this Absence Request Form.** If you cannot get your conductor to sign your form in person, you may email Aerin@HoustonYouthSymphony.org who will forward the email to your conductor for approval. *In-person approval is preferred.*
- Emergency absences on the day of rehearsal (e.g. illness) must be submitted and documented through the [Emergency Absence Form](#). The Emergency Absence Form can be found in Clef Notes and on the HYS website.
- Any absence that is not reported through an absence request form or reported and approved by email is considered Unexcused. More than 2 unexcused absences during the season is considered a violation of the handbook and will result in the musician being placed on disciplinary probation.

Please submit this signed Absence Form to your Orchestra Liaison at rehearsal.

For any questions, please refer to the HYS Handbook for details on the HYS Attendance Policy.