

## 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 [Michael@HoustonYouthSymphony.org](mailto:Michael@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.*