

# Advance Notification of Absence & Early Leave Form

**MUST be Completed at least ONE WEEK in advance**

In Addition, please verify all absences on date of occurrence at  
[anelson@ghchs.com](mailto:anelson@ghchs.com) or [jmccandless@ghchs.com](mailto:jmccandless@ghchs.com).

Today's Date: \_\_\_\_\_ All Day Yes or No (Circle one)

If NO,  Arrive Late or  Leave Early

Date of Absence: \_\_\_\_\_

Event Missed: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

"I understand that my participation at performances is crucial for the success of the Highlander Band. If there is an unavoidable conflict in schedule, I understand that this excused absence form must be submitted at least one week in advance. If this protocol is not followed, I understand and agree that I may receive no points for this group project/assignment possibly resulting in a lower grade."

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Section Leader Signature: \_\_\_\_\_

Drum Major Signature: \_\_\_\_\_

Director Approval: \_\_\_\_\_

Director Approval: \_\_\_\_\_

\*\* For last minute emergencies please call and email the Director(s).