



Anticipated Absence Form

Thank you for recognizing that attendance at STEP is vitally important for all students to be successful in their studies. It is understood that certain events (e.g., SAT testing, college visits, All-State orchestra, etc.) will require an absence from Saturday programming. If your child must be absent, you may request that the day(s) missed be considered excused. Please be aware of the following important information:

- Approval of your request is not guaranteed.
- Anticipated Absence(s) should not exceed two (2) per semester.
- Days requested cannot be excused if they will occur during STEP dress rehearsals and concerts.
- Parents and students are responsible for all missed work, and teachers have the authority to determine deadlines for missed work.
- A form must be completed for each student within a family.
- **A completed form MUST be submitted at least seven (7) days in advance of the absence.**

Student Name: _____ Grade: _____

Date of Absence: _____

Full Day Absence: ____ Yes ____ No **OR** Partial Day Absence: ____ Yes ____ No

Date and Time of Partial Day Absence: _____

Classes missed due to absence:

Class: _____ Instructor: _____

Class: _____ Instructor: _____

Class: _____ Instructor: _____

Reason for Requesting an Anticipated Absence be excused:

Parent Signature: _____ Date: _____

____ **YES** Approved

____ **YES** Approved with Reservations due to:

____ **NOT** Approved (Absence will be unexcused)

Artistic Director: _____ Date: _____