

Name _____ Date _____

Excused Absence Form

Event Missed _____ Date of Event Missed _____

Please describe in detail the reasons for missing the above event:

STEP ONE: Discuss the conflict with Mr. Kuske at least one week in advance of the event.

Has this conflict been discussed with Mr. Kuske at least one week in advance of the event?

Yes No

(Unless it is an emergency, the excuse will not be considered excused if it hasn't been discussed with Mr. Kuske a week in advance.)

2. Is the excuse for a working commitment? Yes No

(Working conflicts will not be excused unless Mr. Kuske has called the boss involved and the issue cannot be resolved)

3. Is the excuse for a school-related event? Yes No

4. If it is a school-related event, has the time been equally shared with the band event? Yes No

STEP TWO: Discuss make-up work with Mr. Kuske

Mr. Kuske's signature (before beginning assignment)

Assignment

6. What make-up work has been completed?

7. How much time did you spend on this make-up project?

8. Does the time spent on the project match the time missed? Yes No

STEP THREE: Staple the assignment to this sheet and turn it in to Mr. Kuske.

STEP FOUR: Confirm with Mr. Kuske that the grade has been changed. Check with him two weeks after the assignment has been turned in.

Notes

- At home practice does not count as make-up work, as it is expected as part of your class homework. Make-up practice is to be done in the band room. A musical goal for the practice time should be discussed with Mr. Kuske and the results of that practice demonstrated for Mr. Kuske at the conclusion of the practice.
- Writing a paper on the musical subject of your choice is a great make-up project. However, the paper will be corrected for spelling, grammar, and content, and may need to be re-written for corrections. Please include references and a proper bibliography.