

West Windsor-Plainsboro Regional School District
High School South

“Pirate” Marching Band
MEMORANDUM

To: “Pirate” Marching Band
From: Ms. Ali Carraher Director.
Subject: Absence from PMB events
Date: 17 October, 2010

PMB members agree to attend all PMB functions during the course of the Fall and Spring season. However, sometimes, a member must be absent from a scheduled event. In order to effectively address the periodic need for a PMB member to be absent from a scheduled event, and to insure that the PMB will always have the necessary instrumentation to perform, this Absence Request form has been generated. Please take all possible steps to de-conflict your schedule prior to submitting an official request. If you still can not avoid an upcoming conflict, and would like to request an excused absence, please fill out this form and return it to the PMB Secretary. Forms are to be turned NLT one week prior to the requested date. The staff will review all requests with all due haste, and each request will receive a written answer as soon as possible. Please understand, your request is only approved if you have this form returned to you, with a positive approval noted. Submitting this form does not guarantee an excusal.

Absence Request
“Pirate” Marching Band

Name _____ Instrument _____
Today’s Date: / / Date of Conflict: / /

Explanation: _____

Steps taken to avoid conflict: _____

I CERTIFY THAT I HAVE TAKEN EVERY POSSIBLE STEP TO AVOID THIS CONFLICT. PLEASE ACCEPT THIS REQUEST FOR AN EXCUSED ABSENCE.

X _____ X _____
(PMB Member Signature) (Parent/Guardian Signature)

Office Use Only

Date Received: / / Absences to date: _____

APPROVED / NOT APPROVED

Date Returned to PMB Member / / X _____
PMB Director

Comment _____