

STRUT PERFORMING ARTS, INC.

ABSENCE REQUEST FORM

It is important to keep S.P.A. Instructors and Administration aware of any classes you will be missing so it is not a distraction to the entire class and we can plan accordingly. Please be sure to ask the front desk for any information that may have been missed while you were out as it is the dancer (s) responsibility to stay informed while away. Thank you in advance for your cooperation.

ABSENCE INFORMATION

Student Name: _____

Class / Team: _____

Type of Absence Requested:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Extended Illness | <input type="checkbox"/> School Event |
| <input type="checkbox"/> Family Vacation | <input type="checkbox"/> Other |

Dates of Absence: From: _____ To: _____

Reason for Absence:

*****You must submit requests for absences, other than sick leave, at least two weeks in advance for students and 30 days in advance for Competitive Dance Team members. An email stating if the request has been approved or rejected will be sent to the email address on file within 3 business days of submitting. If you do not receive an email, please visit the front desk or call the office.**

Student Signature

Date

Parent Guardian Signature

Date

DIRECTOR APPROVAL

- Approved
- Rejected

Comments:

Director Approval

Date

