

# Warren Central Band and Guard

## Request for Excuse or Absence

**Student Name:** \_\_\_\_\_  
(Please Print Clearly)                      Last Name                      First Name                      Instrument

**Parent/Guardian Name:** \_\_\_\_\_  
(Please Print Clearly)                      Last Name                      First Name

**Request for Excuse:**                      ABSENCE                      TARDINESS/LATE ARRIVAL                      LEAVING EARLY  
(Circle one of the options)

**From Which Activity:** (Band Practice, Football Game, etc.) \_\_\_\_\_

**Date To Be Excused:** (Month / Day / Year) \_\_\_\_\_

**Date Turned In:** (Month / Day / Year) \_\_\_\_\_

**Phone Voicemail/Email to Band Directors:**                      YES                      NO  
(Circle one of the options)

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

**Parent/Guardian Signature:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Reason:** (Please be specific, as vagueness may cause an unexcused absence; one word reasons will not be enough.)

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**Approved / Disapproved**  
(Directors Will Decide)

This form requires a Parent/Guardian's signature for validation and must be delivered to Mr. Lentz's office. There mere act of submitting this form does NOT necessarily mean your absence will be approved. Forms should be turned in PRIOR to any Absence, Tardiness, or Early Leave, and should be accompanied with a note from a Parent, Physician, Supervisor, Etc. whenever possible. Please contact Mr. Lentz with any questions regarding attendance.

**Office Phone:** 317.532.6200 Ext: 6271    **Email:** [elentz@warren.k12.in.us](mailto:elentz@warren.k12.in.us)