



**Fine Arts Center (FAC)
PRE-ARRANGED ABSENCE FORM**

This form must be completed before a planned absence occurs.

Date of request _____

I, _____, am requesting to have an absence excused at the Fine Arts Center on the
(Student Name)

following dates and times: _____

Reason for Absence:

- ☐ *Approved performance in the student's area of study at the FAC. Student must be performing, not just attending. (provide details below - max. five per year)*

- ☐ *Student's upcoming medical procedure. (must provide doctor's note upon return to school)*
- ☐ *Serious illness or death in the student's immediate family. (must provide appropriate documentation upon return to school)*
- ☐ *Recognized religious holiday of the student's faith.*
- ☐ *Parents/Guardians are experiencing military deployment.*
- ☐ *Other reason for absence (provide details below and appropriate documentation as needed)*

- ☐ *College Visit/Audition (max. three per year, documentation required from college upon return to school)*

I will be visiting _____ on _____.
(name of college) (date)

Parent/Guardian Name (please print)

Parent/Guardian Signature

FAC Teacher Approval

FAC Teacher Approval
(for students who take two courses)

FAC Director Approval