

# Public Academy for Performing Arts

## Student Activities Absence Approval Request Form

Student name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date submitted for approval: \_\_\_\_\_

Parent name & phone: \_\_\_\_\_

Parent e-mail address: \_\_\_\_\_

*\* Students do not have to fill out this form for pre-approval for medical absences, religious reasons, athletic events, family emergency, etc. Those types of absences (and how to report them) are detailed on pages 6-8 in the student handbook.*

Per the PAPA attendance policy, a student is NOT considered absent but is listed present (with pre-approval) *if the student is*

- attending a school-sponsored activity
- attending a performing arts-type competition
- participating in a pre-professional or professional performing arts endeavor
- participating in a program that enhances his/her performing arts studies
- is on a college visit/audition (11<sup>th</sup> and 12 grade only) – limit 3 visits per year (with pre-approval by the Administration)

**Student activities are limited to eight days per semester and MUST be pre-approved by the Performing Arts Coordinator.** Additionally, students are expected to keep up with their academic studies and not have any issues regarding behavior or discipline. Students with poor grades and/or excessive absences may risk having their request denied.

Date(s)/Time(s) of absence(s): \_\_\_\_\_

Reason for absence\*: \_\_\_\_\_

**Please attach the documentation for your absence** with the contact information for your director, dance studio, agent, or manager. Documentation may also include things like a workshop registration confirmation letter. Additional information may be requested if out-of-town travel is required. A “grade check” may also be reviewed if the students’ absences are impacting their success in school. Missing or incomplete documentation could affect your performing arts absence approval.

*Office use only*

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Date received: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

**Approved**      **NOT Approved** (Reason): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of absences due to student activities to date: \_\_\_\_\_

Number of absences total to date: \_\_\_\_\_