

# NORTHERN CALIFORNIA SCHOOL OF MUSIC

## STUDENT ABSENCE FORM SUMMER 2010 (use between 6/1/10 – 8/31/10 only)

Student's name : (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Teacher(s) name : \_\_\_\_\_ Length of Lesson : \_\_\_\_\_ min

Lesson Day & Time : (Day) \_\_\_\_\_ (Time) \_\_\_\_\_ AM / PM

Date(s) of Excused Absences : \_\_\_\_\_  
(Please Print Each Date Clearly)

Date(s) of Absences to be made up: \_\_\_\_\_  
(Please Print Each Date Clearly)

Total # of Exc. Absences requested : \_\_\_\_\_ (4 Absences/student/academic year, additional absences should be made up -  
Make up policy applied). → Use during Summer 2010 only : **June 1 – August 31**

Note: Lesson spots can't be reserved after more than 4 Absences in a row unless Make ups are arranged.

No. of Abs to M/Up : \_\_\_\_\_

M/Up arrangement : \_\_\_\_\_

### **TUITION PAYMENT DURING ABSENCES (PLEASE READ)**

1. Tuition is always due on the due date, so mail or drop off your tuition before the due date.
2. **Late payments are subject to late fees** as stated in our tuition policy.
3. **Absence Credit(s) are given on the following month invoice.**

**Ex:** if a student is taking 2 absences in June, he/she must pay the June tuition **in full** by the due date. The credits for 2 absences will be given on July's Tuition Invoice.

X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Adult Student or Student's Parent/Legal Guardian

Print Name : \_\_\_\_\_

Relationship: \_\_\_\_\_

### **SCHOOL ADMINISTRATION USE ONLY (Do not write below this line)**

IT: \_\_\_\_ TM: \_\_\_\_

**ABSENT #** \_\_\_\_\_

Start Date: \_\_\_\_\_ Re-Enrollment Date: \_\_\_\_\_ Note: \_\_\_\_\_

Total # of E/A requested : → → → → → → → → → \_\_\_\_\_

# of E/A allowed : \_\_\_\_\_ + \_\_\_\_\_  
(2009) (2010)

# of E/A approved : → → → → → → → → → \_\_\_\_\_

# of Absences to be Made up : → → → → → → → → → \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Director's Signature