

CMC Missed Lesson Form

Use for notifying the CMC office of student absence for private/shared lessons, or requesting credit or make-up

Student's Name: _____ Today's Date: _____

Family Main Contact Name: _____

Phone: _____ Email: _____

Absence Date(s) & Time(s): _____ Instructor: _____

Reason for absence: Sick/illness School Event (Music) Outdoor School

School Event (Non-Music)* Family Travel * Sports* Dr. Appointment* Other*

* Please provide a detailed description of the reason for the absence. Only unavoidable causes will be considered for credit or make-up, even with advance notice.

Requested action: Credit refund Make-up No action requested

Signed (Parent/Guardian): _____

Policy

Excused Absence: Student illness or other unavoidable cause with notification as defined below. Excused Absences will be made-up or credited (at CMC's discretion).

Student Illness - Notify CMC by phone on (or before) the lesson day. Only one illness per term may be excused.

Other Unavoidable Causes - Notify CMC in writing at least two weeks in advance using this form.

Unexcused Absence: Any cause not listed above. No credits or make-ups will be offered for Unexcused Absences.

Office use:

Received by: _____ Date & Time: _____ Schedule Notated?

Teacher Notified (date/time): _____ By: _____ Via: _____

Teacher wants: Make-up Condense Schedule Notes: _____

Action taken: Credit Make-up Condensed None Applied by: _____ Date: _____

Family Notified (date/time): _____ By: _____ Via: _____

Supervisor signature (for policy waivers only) _____