

If filling on computer, SAVE file to retain data.

# 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) \_\_\_\_\_