

# Conservatory of Music and Drama

## Absence Request Form



During your time as a registered student of the Conservatory, you may be approached, or apply, to take on professional or amateur engagements; however you must request permission and staff advice to take part in public performances, publish compositions, enter external examinations/competitions, or audition for an external institution. You must also request permission to be absent for any other reason (e.g. family engagements, other appointments).

To complete this form online, click on the grey boxes and begin typing, then save and print.

<b>Name:</b>			
<b>Student Number:</b>			
<b>Course and Year:</b>	<i>click on the text and choose from the pop-up list</i>		
<b>1<sup>st</sup> Study instrument/voice:</b>			
<b>Date of submission of form:</b>			
<b>Reason for Absence Request:</b>			
<b>From (day/date):</b>		<b>To (day/date):</b>	
<b>Time(s):</b>			
<b>List all classes/ assessment(s) affected:</b>			

Complete this form then:

### MUSIC STUDENTS:

- submit to your Head of Department

### DRAMA STUDENTS:

- submit to the Lecturer(s) whose classes you will miss

Note: permission is not granted automatically; due consideration is given to every request before being authorized or declined. You should not accept engagements or make travel plans unless this request has been authorized. **Submit this form as soon as possible and no later than 3 working days before the requested absence.**

**If permission is granted, YOU MUST EMAIL all lecturers whose lessons/classes etc. you will miss, before the absence. Use the subject line 'Approved Absence Request'.**

For office use	
<b>MUSIC: Head of Department</b>	<b>DRAMA: Tutor</b>
<b>APPROVED / DECLINED</b> Date:	<b>APPROVED / DECLINED</b> Date:
<b>Programme Chair</b>	
<b>Absence noted</b> <input type="checkbox"/> Date:	