

Request for Approved Absence

Date: _____

Name: _____

I request approval to be off campus during a period of time when I provide regularly scheduled instruction.

Departure Date: _____

Return Date: _____

Destination: _____

Purpose of travel:

My lessons/classes/rehearsals will be covered in the following manner:

Approved by Area Chair(s):

Date

While away, I can be reached at:

Approved:

Date
