

UNIVERSITY OF UTAH / SCHOOL OF DANCE – STUDENT REQUEST FORM for absences 1/9/2017

Instructions: Fill out this request form, including the attached required documentation and put it in **Rob Wood’s Box**. This form must be submitted 2 weeks prior to any known or planned absence or 1 week after an unplanned absence. You will receive a written response to your request within 2 to 3 weeks following your submission. If your request has been approved, you are required to show it to your teachers so that the attendance adjustments can be made.

_____ **BALLET PROGRAM**

_____ **MODERN DANCE PROGRAM**

_____ I have read, understand and will comply to these policies as it pertains to my absence request.

NAME: _____ DATE: _____

STUDENT ID#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

SPECIFIC DATES AND CLASSES AFFECTED: _____

DETAILED REQUEST INFORMATION: _____

Check the boxes below that correspond to your request for needed clarification:

Status in program:

_____ Non-Major/Minor	_____ illness/injury with <u>doctor’s note</u> (if you didn’t see a doctor, <i>please explain</i>)	_____
_____ Freshmen	_____ doctor/dentist/physical therapy <u>appointment with documentation</u>	_____
_____ Sophomore	_____ workshop including a <u>document</u> that verifies the <u>rigor</u> of the program	_____
_____ Junior	_____ audition with <u>documentation</u>	_____
_____ Senior	_____ other professional opportunity with <u>documentation</u>	_____
_____ Graduating Senior	_____ funeral of <u>immediate</u> family member with <u>documentation</u>	_____
_____ Graduate Student	_____ other emergency with <u>documentation</u>	_____
	_____ Request to seek <u>reduced credit in technique</u>	_____

_____ LIST YOUR TECHNIQUE LEVEL SO THAT WE KNOW WHERE TO FIND YOU TO RETURN YOUR COMPLETED FORM

For committee use only:

STUDENT REQUEST COMMITTEE CHAIR: _____

_____ APPROVE _____ COMMITTEE NOTES: _____

_____ PARTIAL APPROVAL _____

_____ DO NOT APPROVE _____

_____ NOT ENOUGH INFORMATION _____

_____ ON APPROVAL PLEASE INFORM YOUR INSTRUCTORS