Topeka Symphony Orchestra
PO Box 2206
Topeka, KS 66601-2206
kmaag@topekasyphony.org

Absence Request Form

Absence requests must be submitted in writing no less than 30 days before the expected absence. They may be hand delivered, mailed or emailed. Please refer to the Policies and Procedures for further information regarding absences.

I, __________________________, hereby request to be excused from the following service(s):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The basis for my absence from this service(s) is as follows:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_________________________________________  ______________________________________
Signature                                           E-Mail Address                        Date Submitted

Request for excused absence is  GRANTED     DENIED

_________________________________________  ______________________________________
Signature                                           Date

Title________________________________________

**NOTE: You will be notified by email whether your request has been granted or denied.