

ABSENCE NOTIFICATION FORM

Please review member and attendance policy (page 2) below before completing this form.

Please notify the PYSO office as soon as conflicts arise. Absence Notification Form must be submitted *at least three weeks in advance*.

Complete this form and turn it in by one of these methods:

- print it, and turn in completed form at rehearsal
- mail it to: PYSO, 600 Penn Avenue, Pittsburgh, PA 15222
- cut and paste the form into the body of an email, complete it, and email the information to info@pittsburghyouthsymphony.org.

ATTENDANCE AT DRESS REHEARSALS AND CONCERTS IS MANDATORY. Absence from for a dress rehearsal or a concert may jeopardize your membership status with PYSO.

NAME: _____

INSTRUMENT: _____

Date of absence: _____

Date you are submitting this form _____ (at least 3 weeks in advance)

Reason for absence: _____

Please list any previous absences this season and the reasons: _____

WOODWINDS, BRASS & PERCUSSION

Your parts must be covered by another person in your section, making sure they have a copy of the music. If this is not possible, please list substitute players that may be available.

Who will be covering your parts? _____

Possible substitutes (names and phone numbers) _____

PYSO Attendance Policy

We know that many PYSO members are involved in other extra-curricular activities, and we have kept this in mind in developing PYSO's Attendance Policy.

A guiding philosophy of the Pittsburgh Youth Symphony Orchestra is that professional responsibility is critical to musical excellence. Absences from rehearsals are detrimental to the orchestra's progress and counterproductive to your own personal growth. All members are expected to attend all scheduled full orchestra rehearsals and performances, however, we understand that absences may be unavoidable and have developed the following policy.

- The 2011-12 season will follow a trimester format.
- Members will be allowed only two (2) absences per trimester, but not to exceed a total of five (5) for the entire year.
- In the case of unavoidable conflict, you must notify the PYSO office in writing at least three weeks in advance of your absence.
- In the case of sudden illness or emergency, please notify the PYSO office via email or phone.
- Excessive absences may result in reassignment of parts, re-seating in the section, loss of principal status, or in extreme cases, expulsion from the orchestra.
- A student not able to meet the attendance requirement for any trimester may be asked not to play in the remaining rehearsals and performance(s) in that trimester.
- Allowances may be made for school-related conflicts, such as PMEA events, SAT's, etc.
- Taking a paying "gig" is not sufficient reason for missing rehearsal, or for arriving late or leaving early.
- Missing a dress rehearsal or concert is grounds for dismissal.
- No absences will be allowed for dress rehearsals or sound checks, which are mandatory.
- Personnel for chamber orchestra, chamber music concerts, and other smaller events may not require all players.
- In the case of resignation or dismissal, no refund of tuition will be made.

TARDINESS & LEAVING EARLY

- Late arrival to a rehearsal is not acceptable. It is unprofessional, irresponsible and extremely disrespectful to your colleagues.
- ***Missing more than one hour of rehearsal*** (by arriving late and/or leaving early) for whatever reason, will be counted as a half absence.
- Repeated or excessive tardiness or leaving early may result in may result in reassignment of parts, re-seating in the section, loss of principal status, or in extreme cases, expulsion from the orchestra.