

Pittsburgh Youth Symphony Orchestra

ABSENCE NOTIFICATION FORM

Absence Notification Form must be submitted **at least one week in advance**.

Please review member and attendance policy below before completing this form.

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

1. Turn it in at rehearsal, or
2. Email the information to info@pittsburghyouthsymphony.org

Please note: 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 **one week** in advance of above)

Reason for this absence: _____

How many times have you missed rehearsal this season (not including the current absence above)?

WOODWINDS, BRASS & PERCUSSION

Your part **must be covered** at rehearsal.

Who in your section has agreed to cover your part for this absence? _____

If no one from within the section can cover your part, please provide a substitute:

NAME of Substitute: _____

Substitute's Phone Number: _____

Substitute's Email: _____

PITTSBURGH YOUTH SYMPHONY ORCHESTRA

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 orchestra rehearsals, sectionals, and performances. However, we understand that absences may be unavoidable and have developed the following attendance policy.

- The 2009-10 season will follow a trimester format. Season schedule along with updates and changes posted at: http://www.pyso.us/Weekly_Update.html
- 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 (hand in the form or email the information) at least one week in advance of your absence.
- In the case of sudden illness or emergency, please notify the PYSO office via email or phone.
- Absences may result in reassignment of parts, re-seating in the section, loss of principal status, or in the case of exceeding the limit of absences, 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.
- Missing a dress rehearsal or concert can be grounds for dismissal.
- Personnel for chamber orchestra, chamber music concerts, and other smaller events may not require all players.
- In case of resignation or dismissal, no refunds will be made.

SUBSTITUTES

Woodwind, brass and percussion players should have substitutes to cover assigned parts. If you will be absent from a rehearsal, contact your section mates and ask if they will cover your part in your absence. If they already play on the piece in question and you are having trouble finding a substitute, contact a staff member of PYSO as soon as possible. They may be able to make a recommendation.

TARDINESS & LEAVING EARLY

Late arrival to a rehearsal is not acceptable. It is unprofessional, irresponsible and extremely disrespectful to your colleagues.

Significant tardiness or leaving early, or regular such occurrences, may count as an absence or partial absence. Students are tardy if they are not in their seats, tuned, with their music on the stands at the designated rehearsal time.