

## Leave of Absence Request

Please refer to the student handbook for eligibility requirements.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### Leave Requested (select one):

- ☐ Limited Leave of Absence
- ☐ Short-term Professional Leave (PPC only)
- ☐ Injury (must be submitted weekly)

### Reason (select one):

- ☐ Professional engagement
- ☐ Medical Issue
- ☐ Personal Issue
- ☐ Audition

Requested dates of leave: \_\_\_\_\_

Please provide a detailed account of engagement(s), injury, illness or personal issue below (attach additional sheets if needed). PPC students applying for the short term leave must include a statement of the events professional significance and documentation from the presenting organization. Please attach all appropriate documentation (injury and illness require medical documentation).

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Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number	Dates of classes to be missed	Instructor Signature	Instructor Approval
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this of this form must be placed in all pertinent faculty and advisor mailboxes as well as placed in the student's official file by the Dean of the Conservatory.