Yale INSTITUTE OF SACRED MUSIC

Absence Request Form

• Completed request forms must be submitted to the ISM Concert Production Office a minimum of 30 days prior to the first absence date
• Fill out a separate form for each absence request
• The form must be signed by the primary department faculty member before it is submitted
• Students are responsible for informing all faculty members of class absences

Name ________________________________________________________________

ISM department _______________________________________________________

Date(s) of absence _____________________________________________________

Reason for absence ____________________________________________________

_______________________________________________________________________

Classes and rehearsals missed ____________________________________________

_______________________________________________________________________

Student signature ___________________________ Date ________________________

Department faculty signature ___________________________ Date ____________

Date received by ISM Concert Production Office ____________________________

Notes:

http://ism.yale.edu/MusicStudentResourceGuide
Instrument Request Form

- Completed request forms must be submitted to the ISM Concert Production Office a minimum of 90 days prior to the first day of use
- The form must be signed by the primary department faculty member before it is submitted
- Summer requests for the following academic year are preferred
- A separate form must be completed for each performance
- Submit this form for a piano even if the venue has one, so that the office knows to have it tuned

Name __________________________________________________________________________

ISM department ___________________________________________________________________

Date of request ____________________________________________________________________

Title of performance __________________________________________________________________

Date and time of performance __________________________________________________________________

Location of performance __________________________________________________________________

Date and time of dress rehearsal __________________________________________________________________

Location of dress rehearsal __________________________________________________________________

Is the performance a degree requirement? __________________________________________

#1 Instrument requested __________________________________________________________________

Pitch: A = ______________ Temperament __________________________________________________________________

#2 Instrument requested __________________________________________________________________

Pitch: A = ______________ Temperament __________________________________________________________________

Student signature __________________________________________ Date ____________

Department faculty signature __________________________________________ Date ____________

Date received by ISM Concert Production Office: ________________________________________

Notes:

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