

REQUEST FOR EXCUSE FROM PMEA DISTRICT 7

AUDITION OR FESTIVAL OBLIGATIONS

I, _____

Request to be excused from my professional responsibilities for _____

On (date) _____

Reason _____

PROXY

_____ will serve as my proxy for the entire day and will assume all festival and/or audition responsibilities. I verify that he/she is a current active PMEA member and qualified to serve in my absence. My proxy's PMEA membership number is _____.

I understand that my superintendent must agree that my students will be supervised by a director other than myself and must submit a letter verifying this arrangement to the District President under separate cover.

Please submit this signed form, along with a letter from your Superintendent on district letterhead approving your absence and proxy.

SUBMIT this request along with your Superintendent's letter to District 7 President no later than seven (7) days prior to the event date.

Director Signature: _____ Date: _____

Unanticipated emergency situations – please contact the District 7 President directly ASAP.