

ABSENCE NOTIFICATION FORM

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

Absence Notification Form must be submitted *at least one week 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.
- Please do NOT try to fax - we no longer have a fax machine.

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)

Reason for this absence: _____

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

WOODWINDS, BRASS & PERCUSSION

Your parts must be covered, either by another person in your section,
or with a *qualified* substitute.

Who will be covering your parts? _____

Substitute name (if applicable): _____

Phone: _____ Email: _____

PYSO 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 2010-11 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 one week 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.
- Taking a paying "gig" is not sufficient reason for missing rehearsal.
- 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.

SUBSTITUTES

- Woodwind, brass and percussion players must find substitutes to cover assigned parts, even if it is someone within your own section.
- The PYSO member is responsible for getting a copy of the music to the substitute in advance.
- The PYSO office must be given the substitute's name & contact information at least one week in advance.

TARDINESS & LEAVING EARLY

- Late arrival to a rehearsal is not acceptable. It is unprofessional, irresponsible and extremely disrespectful to your colleagues.
- Tardiness or leaving early may be counted as a partial absence.
- Repeated or excessive tardiness or leaving early in may result in reassignment of parts, re-seating in the section, loss of principal status, or in extreme cases, expulsion from the orchestra.