

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:

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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: