

## REQUEST FOR OFF-CAMPUS EVENT TO RECEIVE RECITAL ATTENDANCE CREDIT

- 1) Get approval from applied instructor before attending off campus concert or recital
- 2) Bring program or ticket stub (along with this form) to Office Manager following the event. Department Chair must sign form in order for credit to be given.
- 3) Follow up with Office Manager approximately one week later to confirm that credit was granted.

I am requesting that attendance at \_\_\_\_\_ on \_\_\_\_\_  
(name of event used as make-up) (date)

be approved as a make-up for a missed recital \_\_\_\_\_, Group \_\_\_\_\_,  
(name of missed event)

on \_\_\_\_\_, in excess of the allowed number.  
(date)

Name \_\_\_\_\_

Date \_\_\_\_\_

PROGRAM OR TICKET STUB ATTACHED ☐

☐

APPROVED

☐

NOT APPROVED

DATE \_\_\_\_\_

Applied Teacher \_\_\_\_\_

For the Faculty, \_\_\_\_\_