Dakota Choirs Absence Policy

All absences, late arrivals, and early departures must be reported using the Attendance Exception Form: https://forms.office.com/r/PDnwB2Wp7X

You can always find this page on DakotaChoirs.com under 'Policies' and in our BAND app under 'Attachments' for easy access.

1. What Is Required?

- **Every absence, late arrival, or early departure for any Dakota Choirs event (Women's Varsity, Mixed Varsity, Men's Chorus, Treble Chorus, and Show Choir) must be reported using the Attendance Exception Form.**
- **A separate form must be submitted for each date and each attendance exception.**
- Submitting the form automatically notifies Mr. Dargis—no need to send a separate email unless you have extra information to share for unexpected emergencies.

2. Types of Absences and What To Do

Emergency Absences

- **Examples:** Medical emergency, personal injury, or death in the family
- **What to do:**
  - Complete the Attendance Exception Form
  - Provide a doctor's note upon return for illness/injury
  - For illness without a doctor's visit, have a parent/guardian email Mr. Dargis after submitting the form
  - For a death in the family, submit the form and email Mr. Dargis as soon as possible

Requested Absences

- **Examples:** Non-emergency, planned absences
- **What to do:**
  - Request must be made at least one month in advance
  - Complete the Attendance Exception Form
  - May require additional communication with Mr. Dargis

Grade Deductions for Late Requests:

- Less than one month in advance: 10% deduction (max grade 90% - A-)
- Less than three weeks: 20% deduction (max grade 80% - B-)
- Less than two weeks: 30% deduction (max grade 70% - C-)
- Less than one week: 40% deduction (max grade 60% - D-)

Additional note: Late or unapproved absences may impact solos, spots, or participation.

3. Important Reminders

- **Unexcused Absence:** No prior notice or failure to submit the Attendance Exception Form results in forfeiting all points (and for Show Choir, may result in probation or dismissal).
- **Not excused:** Family vacations, birthdays, and activity conflicts (including driver's training) are not excused. The choir calendar is provided in advance—please plan accordingly.
- **Multiple Absences:** Submit the form again for each additional date.