

Sample Performance Release Form

STUDENT CLASS RELEASE LETTER

(to be printed on School of Theatre and Film letterhead)

April 8, 2005

Dear Instructor:

Selected ASU students will be participating as cast or crewmembers in performances of ASU Theatre's Mainstage production of _____. Students will be needed for several **technical rehearsals and performances on evenings and weekends from _____ to _____ (dates).**

We respectfully request that _____, an ASU student participating in these School of Theatre and Film-approved and sponsored events, be given excused absences for **evening classes from _____ to _____ (dates)**. We also request that any required assignments or examinations still be required, but with no penalty for late submission or administration, if permitted. Nevertheless, the student is ultimately responsible for any missed assignments and examinations.

This letter serves as documentation of student participation. If you have any questions, or if you need more information or verification of this request, please feel free to contact the Production Office of the School of Theatre and Film.

Respectfully,

David Coffman
Production Manager
School of Theatre and Film - ASU
Dixie Gammage Hall 240
480-965-3381