



# make-up request form

Student's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Make-ups requested on: \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ SPECIAL HOLIDAY    \_\_\_\_\_ SUMMER BREAK    \_\_\_\_\_ VACATION

\_\_\_\_\_ OTHER (please give reason if not listed above)

\_\_\_\_\_

For Admin Use:

Date rec'v: \_\_\_\_\_

Make-up lesson scheduled: \_\_\_\_\_

Instructor initials: \_\_\_\_\_

Additional notes: \_\_\_\_\_