






Makeup Request Form





INSTRUCTIONS

WHO MAY REQUEST A MAKEUP

Students are allowed to make-up work when the absence is for the following **documented** reasons:

-  Court Appearance-Documentation required.
-  Military Duty-All military personnel requesting a documented absence must submit a copy of their orders to the school director at least one week prior to missed time.
-  Illness-documentation from a doctor/hospital is required.
-  Death of an Immediate Family Member-Bereavement Documentation is required
-  Jury Duty-Documentation required

HOW TO SUBMIT A REQUEST FORM

-  You must fill out the Make-up Request Form.
-  After you complete the form, attach any necessary documentation, and email the form to Stephen Brightman and CC your instructor.
-  You will be notified once your make up request form is approved.
-  If approved, arrange any make-up work with your instructor.