



## ForgeNow Make-Up

## Request Form

**STUDENT'S NAME:**

**INSTRUCTORS NAME:**

**PROGRAM:**

**DATE(S) OF ABSENCE:**

Make-up Request Form must be received no later than the day following the absence(s). Make-up work is only permitted when a student has a documented absence from the list below. All make-up work must be pre-arranged with the instructor and the documented Make-up Request form must be approved by the School Director (or their designee) before the assigned work can be accepted for a grade.

If approved, all make-up work must not interfere with other scheduled class hours/activities and must be completed prior to the following grading period or the students first day of attendance following the absence.

**PLEASE SELECT YOUR REASON FOR ABSENCE:**

- ☐ Court Appearance—If a student must appear in court. 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 the missed time.
- ☐ Illness—A written doctor's note excusing participation in school or documentation from a stay in a hospital will qualify.
- ☐ Death of an Immediate Family Member (Grandparent, Mother, Father, or Sibling) - Bereavement Documentation is required (e.g., newspaper notice, funeral notice, obituary, or church handout).
- ☐ Jury Duty—Documentation required (stamped jury duty form from court)

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Plan for Make-up (coordinate with your instructor):**

**Instructor Signature:** \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

☐ Approved

**School Official Signature:** \_\_\_\_\_

☐ Denied

**Date:** \_\_\_\_\_

**FOLLOW-UP**

☐ Make-up time COMPLETED and time adjusted in the system

☐ Make-Up time NOT completed

**School Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_