



# MAKE-UP CLASS FORM 2016-2017

**STUDENT:** Submit this form to the make-up class instructor prior to class. Please select the appropriate make-up class according to the Make-Up Class Grid and fill out the below form. COCA does not require advance notice.

**INSTRUCTOR:** Please return this form to the Patron Services Desk.

Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Name of Missed Class: \_\_\_\_\_

Date & Day of Missed Class: \_\_\_\_\_ Course Code: \_\_\_\_\_

Reason for Missed Class: \_\_\_\_\_

Name of Make-Up Class: \_\_\_\_\_

Date & Day of Make-Up Class: \_\_\_\_\_

**INSTRUCTOR SIGNATURE** (Make-Up Class): \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian signature for students ages 17 & Under)

Office Use Only:  
Date Received:

Received By:

Date Processed:

Processed By:



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