

Class Absence Form

Name _____ Date _____

Reason for Absence:

Approved:	YES	NO
Prior notice given to instructor:	YES	NO

Student agrees to get notes from another student who was in attendance and go over any missed presentation. All lecture notes are to be included in your album.

Student agrees to pay the instructor \$60.00 per hour for any hours missed beyond 10% of the total required academic clock hours or complete the missed time during the next training session that the same information is offered.

Lecture: _____

Presentations Missed: _____

Practice Time Missed: _____

Other Items Discussed: _____

Plan for Make-Up of Missed Instruction:

Student Signature

Date

Instructor Signature

Date

Date of Completion: _____