



MAKE-UP CLASS FORM

STUDENT: Submit this form to the make-up class instructor prior to class. Please select the appropriate make-up class according to the Makeup 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:

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