



Student Make-up Form

Students are responsible to meet the attendance requirements, as well as, the learning objectives for the course(s) in which they are enrolled. Students who miss course modules should discuss "make-up" options with the lead instructor. Successful completion of all course objectives and attendance requirements are required in order to receive a course certificate and/or test for certification.

Student Name: _____

Student ID #: _____ Date of Birth: _____

Class/Level/Module Missed: _____

Original class FSC # _____ Original semester: _____

Original Lead Instructor: _____

Make-up Information: _____ Date(s) of Make-up: _____

Class/Level/Modules made-up: _____

Make-up FSC #: _____ Make-up semester: _____

Instructor name conducting the make-up: _____

After the make-up sessions are complete, the student and instructor will complete and sign the appropriate portion of this form. The instructor conducting the make-up session will forward the completed make-up form to the appropriate Training Center. Instructors are encouraged to keep a copy of this form for their records.

If the class contains a module sign-off book, the student will be required to have the instructor sign off on the modules made up and note the date and location in which the make-up was completed. This will be the student's record for their make-up session. If the class does not contain a signature book, a copy of this form will be provided to the student.

Candidate signature: _____ Date: _____

Instructor signature: _____ Date: _____

If you have any questions, please contact the center at 215-340-8414.