Classroom Makeup Form

1. Print Makeup form
2. Please instruct your student to have the make-up form filled out and signed by the instructor of the make-up class.
3. This form is to then be forwarded to the office so that we may notate the Student's chart. You may mail, email or fax this note to us.
    - Fax: (503)362-6371
    - Mail: 132 Glynbrook St. N, Suite 100 Keizer, OR 97303
    - Email: cr@odecdriving.com

**** Please note that Students must make up the same number of hours that were missed from their original class. (Example: Student's regular class is 3 hours per period. 3 hours must be made up) ****

Students cannot exceed 3 classroom hours in a day or 6 hours in a week during the school year. During the summer, students cannot exceed 10 hours in a week or 3 hours in a day.

Please use a separate form for each make-up session.

You are required to schedule through the office if you are making up a final exam.

Student Name: _____
First Last

Regular Class Location: _____ Date Absent: _____

Classroom Start Date: _____

Makeup Class Location: _____ Makeup Date: _____

Total Hours Made Up _____

Instructor of Makeup Class: _____

Instructor Signature: _____

Class Start Date _____