

Permission to Complete a Missed Assignment

To be completed by student:

Student name _____

Assignment to be missed _____

Sponsored activity _____

To be completed by activity sponsor:

Beginning time and date _____

Ending time and date _____

Sponsor name _____

To be completed by instructor:

Makeup time and date _____

Signature _____

1. This form must be submitted to the instructor prior to the assignment to be missed.
2. The new makeup date constitutes a new assignment deadline.
3. After gaining instructor approval, keep this form and give it to the instructor when you complete the makeup activity.