

Makeup Hours Request

New Policy 9-24-2018



If you have the opportunity and desire to attend school on days that you are not scheduled to attend, you may do so with special approval. The reason approval is needed is because if you have a student loan/grant, you can not get ahead or behind scheduled time without it affecting your eligibility. Therefore, we need to review your records before approving special requests. We want you to be successful and graduate as soon as possible. Time is money and the faster you graduate, the faster you can start making money! \$\$\$



Please send special request to: **Susan@imagemakerbeauty.com**

Name _____ ID# _____ Date _____

Total Hours _____ Total Absent Hours _____

Reason(s) for absent hours: _____

Days and Time that you are not scheduled, but would like to attend to make up hours and work: **Days** _____

Time _____

We will review your information and get back with you as soon as possible.
Thank you for attending Image Maker!