

# YOUTH PROGRAM CLASS MAKEUP FORM

Consistent attendance is necessary for students to progress. Attendance is a strong factor in evaluating progress and determining level placement. Classroom attendance will be taken daily for all levels. Students in Levels 1 and above are required to attend all classes in their level's schedule.

If a student must miss a class, the School must be informed in advance by email at [attendance@westernballet.org](mailto:attendance@westernballet.org). The office staff will notify the appropriate teachers.

Students are also expected to make up missed classes in a level below where they are enrolled. Please contact the office staff to arrange for a makeup class.

Students in Pre-Ballet, Ballet A, and Ballet B may make up a class in the same level. Please contact the office staff to arrange for a makeup class.

## **HOW TO MAKE UP A MISSED CLASS**

1. Contact office to arrange for a makeup class
2. Obtain the Class Makeup Form and fill out the information at the bottom
3. Bring the Class Makeup Form to the scheduled makeup class to give to the teacher
4. Teacher will turn in the form along with the class roster to the office.

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Name \_\_\_\_\_ Level \_\_\_\_\_

Date of Missed Class \_\_\_\_\_

Time of Missed Class \_\_\_\_\_

Date of Makeup Class \_\_\_\_\_

Time of Makeup Class \_\_\_\_\_

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Authorized by