

# Great Northwest Music Academy

## Private Lesson Make-up Request Form

Submit completed form to front desk. To qualify for a make-up lesson, we must be notified of the absence before 9:00 a.m. the day of the lesson, and this make-up request form must be filed within 7 days of the properly notified absence. *Limit 1 make-up lesson per quarter* (Jan-March, April-June, July-Sept, Oct-Dec). Make-up lessons will be held during one of the following make-up weeks at the student's regular time: Spring Break, Memorial Day Week, 4<sup>th</sup> of July Week, Labor Day Week, Thanksgiving Week, and 2 weeks for the winter holidays.

Date of Absence \_\_\_\_\_

Student \_\_\_\_\_ Parent Name if under 18 \_\_\_\_\_

Phone \_\_\_\_\_ Teacher \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Absence qualifies for a make-up lesson: Yes  No

Date Request Form Was Received: \_\_\_\_\_

Date and Time for Make-up Lesson: \_\_\_\_\_

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