

**TIME MISSED & TIME MADE UP**  
**- Inter-Office Memorandum -**

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_ Class #: \_\_\_\_\_

Re: \_\_\_\_\_

**TIME MISSED:**

Date Missed	Exact Hours Missed	Total Hours Missed*	Topic Missed	Instructor

**DEADLINE FOR COMPLETION:** \_\_\_\_\_

**REASON FOR MISSED TIME:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TIME MADE-UP:**

Date Made-Up	Exact Hours Made-Up	Total Hours Made-Up	Work Completed	Instructor	Instructor Initials