



A division of the KG Group

MAKE-UP / CATCH-UP CLASS REQUEST

Name of child(ren):

Missed class

Course: _____ **Day:** _____ **Time:** _____

This make-up class is required due to: **SICKNESS** **OVERSEAS TRAVEL**

We regret that we cannot arrange make-up classes for other reasons.

Date(s) preferred for make-up / catch-up class

Course: _____ **Day:** _____ **Time:** _____

Signature of parent/guardian

Date

Office Use: Class List Database

Confirmed By _____ (phone/person)

Date: _____



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