



Notification of Make-up Hours

School Name _____

School Number _____

Student Name (Last, First, Middle)	Date Missed	Proposed Date of Makeup	Total Hours	Proposed Time	Topic Number & Topic Title	(X) If Original Instructor	Instructor(s) Name, Instructor(s) Number & Expiration Date	Location	Date & Method Comp. Off. Notified

*If changing instructor(s), attach OPOTC instructor certificate.