



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



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

To: Capt. Ferber

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
Ex. 5-15-2021	1530-2030	5 hours	101 Adm-Sample	Ferber	PF

\* Please Attach Finished Objectives to Time Missed Form for any POST Hours Missed