



MIPB
Medical Institute of Palm Beach

Make-up Attendance Sheet

Student Name: _____

Class: _____ **Date:** _____ **Start Time:** _____ **End:** _____

Total Time Completed: _____

Clinical Hours: Y or N

Academic Work Performed:

Student Signature: _____ **Date:** _____

School Staff Signature: _____ **Date:** _____

Class Make-Up Time Policy: It is the student's responsibility to make up missed time. Make up hours are Monday Through Thursday 8am-9:30pm and Friday 8am-4pm. Students must sign in/out at the front desk in making up class hours. Please see the Director of Nursing, current instructor or Campus Director for assigned make up work. This form must be signed the same day as your make up time.

Clinical Make up Time Policy: Clinical time is MANDATORY; any EXCUSED absences must be made up. Arrangements can be made to join another class at the clinical site and must be approved by the DON or campus Director. Space is limited at clinical sites and make up time is not guaranteed. This form must be completed by the clinical instructor at the site.