

# ETA's Missed Lesson Report and Make-Up Lesson Request Form\*

Rider's Name: \_\_\_\_\_

Parent Contact Name(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

**Missed Lesson Information:** Please remember that ETA can only make up two lessons each Quarter, in order to be fair to all families and the instructors who adjust their schedules! Due to end-of-session reports, make-ups cannot be offered in the last two weeks of each Quarter. See the Annual Calendar on the website for details. Use a separate form for each make-up.

Date of Missed Lesson: \_\_\_\_\_

Reason for Missing: \_\_\_\_\_

Date Submitting Form: \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

## Make-Up Lesson Request:

What days may we contact you at the number listed above? (circle all that apply)

**M T W R F Sat Sun**

What times are you available for a make-up lesson? (circle all that apply)

**Mon. a.m.; Mon. p.m.; Tues. a.m., Tues p.m.; Wed. a.m., Wed. p.m.; Thurs. a.m., Thurs. p.m.;  
Fri. a.m., Fri. p.m.; Sat. a.m., Sat. p.m.**

If we learn of an opening for a make-up lesson an hour or two before the lesson time should we contact you to see if you are available?      Yes      No      Only on: \_\_\_\_\_

\_\_\_\_\_ For Office Use Only  
Date Received: \_\_\_\_\_ Staff Member Signature: \_\_\_\_\_

Volunteers and Staff Needed: Leader SW1 SW2 2<sup>nd</sup>. Instructor; Secured? Yes No ?

Date of Make-Up Lesson Offered: 1. \_\_\_/\_\_\_/\_\_\_ Agreement? \_\_\_\_\_

2. \_\_\_/\_\_\_/\_\_\_ Agreement? \_\_\_\_\_

Make-Up Lesson Scheduled? Yes No Date of Scheduled Make-Up Lesson: \_\_\_\_\_

Director's signature \_\_\_\_\_ Did Make-up Occur?: \_\_\_\_\_ Date: \_\_\_\_\_

\* We are grateful to Northern Virginia Therapeutic Riding for inspiring this form by their model.