MPO-224 (7/2019)

SUPERCEDES ALL PREVIOUS VERSIONS OF THE BASIC TRAINING MAKE UP RECORD FORM.

MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION
8002 Bretz Drive
Harrisburg, Pennsylvania 17112-9748
http://www.psp.pa.gov/MPOETC

BASIC TRAINING MAKE-UP RECORD FORM

This form is to be used by the basic police training academies to record cadet absences and make-up work.

CADET INFORMATION

NAME	SSN
NAME OF CERTIFIED POLICE ACADEMY	CLASS NUMBER

ABSENCE DETAILS (COMPLETE FOR ALL ABSENCES)				MAKE UP DETAILS (COMPLETE ONLY FOR MAKE UP CLASSES)		ACKNOWLEDGEMENT
SECTION	# HOURS	DATE ABSENT	EXCUSED	MAKE-UP DATE(S)	# HOURS	INSTRUCTOR NAME (**PRINTED**) IF MADE UP CADET SIGNATURE IF NO MAKE UP
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			
			NO			

A scanned copy of the completed form must be attached to the cadet's academy grade record in TACS. (Continue on a second page if necessary)

REMARKS:

ACADEMY DIRECTOR'S NAME	DATE
ACADEMY DIRECTOR'S SIGNATURE	