Mrs. J. Green   Digital Information Technology   Rm.218

WHAT STEPS DO I TAKE TO MAKE UP MY WORK DUE TO AN ABSENCE(S)?
I'M GLAD YOU ASKED-LOL☺

PLEASE NOTE: It is the student's responsibility to obtain/request and complete all make-up work. (Please refer to your agenda book and school board policies)

(*PLEASE NOTE*: ABSENCES MUST BE EXCUSED WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL.)
"AO"=Attendance Office

STEPS:

1. During your absence, please have your parents prepare a note excusing your absence (***ABSENCE MUST BE EXCUSED WITHIN 3 DAYS OF THE ABSENCE***). Bring this note with you on the date you return to school and submit it to the "AO" prior to first period.

2. **While at home (during your absence, if possible),** access **SCHOOL WIRE**. Open the Lesson for the date of your absence(s) and follow steps 4 through 7 below.

   If you are not able to access SCHOOL WIRE during your absence:

3. On the day you return to class, you MUST **CHECK SCHOOL WIRE** to view the assignments you missed.

4. Write down **all** missed assignments shown in **SCHOOL WIRE** during your absence.

5. You will have the exact number of days you were absent to make-up work missed (not including the day you return to school). If absence(s) are not excused and work turned in within the time permitted above, **YOU WILL RECEIVE AN "F"** on that assignment.

6. If time permits, and if you have completed current daily work, you may work on missed assignments during class time. *However, making-up work during class time before completing existing class work will only get you further behind. The choice is yours*.

7. If class time does not afford you the opportunity to make up work missed during your absence, you may come in **during lunch (Mon., Wed., & Thurs.) and/or during 7th period (Wed., and Thurs.). (PLEASE NOTE: WORK CAN NOT BE MADE UP *"DURING ANOTHER CLASS PERIOD"*. MUST SIGN-IN WHEN ENTERING THIS CLASS TO MAKEUP WORK.**

A student who has been suspended shall be given an opportunity to make-up work for the FIRST suspension ONLY. (Refer to your agenda book)