

Make-Up Work Requests

One day for each day that the student has been absent will be allowed for make-up work. It is the **student's** responsibility to find out what work was missed *and assignments will be provided upon the students return to school, this includes students who have been suspended. Families requesting work for extended absences that are not prearranged should contact classroom teachers directly and can expect work to be ready at the end of the next school day of the request.*

i.e. Student is absent Tuesday and family expects student to be out Wednesday and Thursday. The family calls the classroom teacher on Tuesday for make-up work, the work will be ready Wednesday after school for pick up from the classroom teacher, or at the Middle School front desk if the student is in 7th or 8th grade.

Tests or announced projects before the student's absence will be given the extended time only if arrangements have been made prior to a student returning. Credit for work missed during excused absences will be allowed when the required work has been satisfactorily completed within the time specified. No credit will be given for any student for any class or portion of a class during which time the student was absent without an acceptable excuse. Students with unexcused absences are responsible for work missed and are expected to make it up.

Prearranged absences – teachers will do their best to collect and provide as much make-up work as possible prior to the absence. It is still the student's responsibility upon return to check with their classroom teacher to see if there are additional assignments that need to be completed.