

## Makeup Sheet

NAME \_\_\_\_\_ Dates Absent \_\_\_\_\_

Things that need to be made up:

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Date Makeup Completed and Turned In \_\_\_\_\_

The makeup is

- Attached to this sheet
- Turned in online. Specify which website (Moodle, etc.) \_\_\_\_\_
- Other – Specify \_\_\_\_\_

### Guidelines:

Unexcused absences, no makeup is allowed.

For excused absences, you have one day for each day you were absent to get makeup done. It is your responsibility to find out what you missed, either by checking the website or asking a classmate.

Normally, class time will not be available for makeup. You need to make arrangements to do it before school or after school. Makeup for classes takes priority over extra-curricular practice.

Makeup that is turned in late will be graded down 10% each day.

When you return from being absent, you should immediately

- (1) Get a makeup sheet from the out basket at the front of the room
- (2) Find out what you missed, either by checking the website or with a classmate. Write down on the makeup sheet what is to be done.
- (3) Make arrangements to come in after school to make up tests, watch videos, or do other work that cannot be done at home. Write down on the makeup sheet the time when you will do the makeup
- (4) When the makeup is finished, put the date the work was completed on the "Makeup Sheet", staple to it anything that needs to be handed in, and put it in the "makeup" outfile. These will be used to update Powerschool.