

Make-up Work Request

Make-up work can be requested for lawful absences.

(For more information please refer to [Administrative Procedure 5113](#))

When your child is lawfully absent for three (3) days or more, call the Guidance Secretary to request make-up work. Your request will be filled within 48 hours. Send a note of explanation to school with the child when he/she returns.

If your child is lawfully absent less than three (3) days, send a note to school with your child. Student must ask each teacher for their make-up work.

In both cases, student should submit the note to the Main office in the morning to receive an excused pass to show teachers.

Your child has the same number of days as the absence to complete and return the make-up work to the teachers.

ABSENCES:

Trips and vacations are considered **UNLAWFUL** absences.

Schedule your plans around the school calendar.

All of the major research studies in education show that school attendance is a major factor affecting student success.