**Q: How does my child receive make-up work if they are absent from school, late to school, or leave early from school?**

**A:** My procedure is…

Each day, students, whether here or absent, receive work on their desks. This keeps me from having to be “in charge” of supplying the students with make-up work or work that they missed because of an absence. Their work will be placed on their desks, in an "Absent Folder" and a slip like the one below will be attached to the work. **PLEASE DO NOT DETACH THIS SLIP FROM THE WORK!!!** Therefore, a student will never be without an assignment because he/she did not receive it.

**EX:**

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| --- |
| Jane Doe was absent/ left early on 9-8-2007 . Please assist him/her in completing the work that he/she missed and return to school on the next school day. Please do not separate and remove slip from the attached papers. Thank you.  -Mrs. Chase-Davis |