**Make-Up and/or Late Work Procedures**

ALL missed assignments will be made up and turned in to the correct tray.

\*\*If you are absent, it is your responsibility to find out **what** you missed. (Do not ask ***if*** you missed anything.).

1. The make-up work area can be found next to the door at the table beneath the pencil sharpener.
2. Pick up the make-up work planner from the front of the file box.
3. Find the page with the date you were absent.
4. Copy what you missed from this planner into your planner.
5. If you missed a quiz or test, talk to Ms. Kibel ***immediately*** about scheduling a make-up time.
6. Check the file folder (from the date you missed) for any handouts with your name on them.
7. **ALL** make-up work should be placed in the **make-up work tray** on the same table as the make-up work box.

\*\*Talk to Ms. Kibel if you have any questions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No**

**Name**

**Papers**

**Make**

**Up**

**Work**