

STUDENT MAKE-UP POLICY

CENTER OF APPLIED TECHNOLOGY NORTH

1. The student is required to provide a written note within 3 school days from the parent or guardian explaining the cause of the absence or the absence will be recorded as unlawful. (This note is in addition to the note for the home school).
2. The student is responsible for work missed while absent.
3. The teacher will explain the requirements at the beginning of each semester.
4. The student is responsible for making arrangements for make-up work upon returning to school.
5. They will be allowed a reasonable number of days, at least the equivalent of the number of days absent to make up work.
6. Failure to follow the above statements in the policy will result in receiving a grade of “0” for work missed.
7. Students staying after their regular time or coming back to make up work will need to sign in AND out at the main office upon arrival and departure.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____