What Do I Do if I Miss School?

How to make up missed work after absence from school

Goals:

1.To promote health in and outside of school

2. To learn and continue strong self advocacy by direct communication with your teachers

3. To practice good time management skills

1. If your absence is due to sickness, stay home, get rest and be healthy.

Remember you have as many days as you are absent to turn in missing work.

If you are having trouble making up missed work please let your teachers know

2. If you feel healthy enough, check the homework log by accessing it on the CKS website. By checking the homework log, you can complete what homework you are able to with the materials you have at home.

3. Whether your absence is due to sickness or not, and you find that you need more materials from school and you deem it **absolutely necessary,** you may send an email to your homeroom teacher requesting the specific materials (books, notebooks, binders, etc.) and give your teacher the name of a student with whom the work should be sent home. Please note that teachers will not always be able to check email late in the day. The earlier in the day you send an email the more likely teachers will be able to accommodate your request.

Sample Email:

Dear Mr. Klee,

I checked the homework log and noticed we have our test tomorrow. Can you please send my Religion binder home with John Smith (student).

Thank you,
Your Name

4. When you return to school, you must talk to each of your teachers to record missed assignments. Never hesitate to ask your teachers questions about missing work.

5. When recording assignments write down the assignment you missed **AND** the materials you need to take home in order to complete missed homework.

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1: Get well soon   2. Check HW Log

3. Email homeroom teacher, if necessary   4. Talk to all teachers upon return

5. Record missed assignments and materials in assignment notebook

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