

Student Plan When Returning From an Extended Absence

(Extended Absence= 3 or more days)

While Absent:

- ❑ If you are able, try to keep up with missed work by checking Schoology/Google Classroom or calling friends (better to spread the work out than trying to make it up all at once upon your return to school).

Before Returning to School:

- ❑ Check Schoology/Google Classroom or call friends to get an idea of what you missed.
- ❑ Plan on arriving to school early or staying after for a few days to begin the process of catching up with each teacher.

Upon Returning to School:

- ❑ Arrive early to school to get yourself organized and talk to teachers or classmates about the work you missed.
- ❑ Visit your teachers before and after school and fill out the included checklist. This is absolutely critical. You need this time to speak with your teachers and come up with a plan to make up the necessary work.

Helpful Tips to Making up School Work

- ❑ Write down a schedule that reflects how and when you will complete the necessary makeup work and show this to each teacher. A written plan of action will avoid any confusion or stress.
- ❑ Be aware that the longer you are out, the more you've missed! You have to expect that you'll be doing more homework than usual for a bit until you get caught up.
- ❑ Limit extracurricular activities to reduce the stress from catching up.
- ❑ Keep talking to your teachers! We're here to help, but we can't help you if we don't know you need it! We will work with you regarding extending, substituting, or sometimes eliminating assignments on a case-by-case basis.

Extended Absence Checklist

Make an appointment with your teacher when you return from the absence to complete this sheet. This sheet should not be completed during class time. All due dates should be discussed and agreed upon by the teacher and student.

Pattern 1 Classes

Period	Class	Make Up Work	Due Dates	Teacher Signature
1				
2				
3				
4				
5				
6				
7				

Pattern 2 Classes That Do Not Meet on Pattern 1

Period	Class	Make Up Work	Due Dates	Teacher Signature
1				
2				

Student Signature	
Parent Signature	