

CENTENNIAL STUDENT ABSENCE MAKE UP WORK FORM

My Name:

Date Absent:

**Complete form for each day missed. Add rows for Wednesdays.*

Guidelines for making up work when absent:

1. I am responsible for any work missed during an absence.
2. I am responsible for communicating with my teachers to find out what I need to complete.
3. BVSD Make Up Work Policy: # of days absent + 1 additional day for work completion.

**Period, Class,
Teacher**

**I have looked at the class slides,
Schoology, website, etc.. Based on what I
can see, I need to do the following:**

**Communication with teacher log.
Choose: Email or In Person
Info from teacher regarding assignments:**

New Due Date:

Follow Up: (I.e. test/quiz to be rescheduled, group work, etc.)

CENTENNIAL STUDENT ABSENCE MAKE UP WORK RESOURCES

Email Template: (*Copy, paste & fill in the blanks!)

Dear Ms./Mr. _____,

I missed school on _____ (date) and am working on completing any work I missed! I have looked at _____ (Schoology, class slides, IC, etc.) and it looks like I need to do the following:

1. _____ (reading, classwork, assignment, etc.)
2. _____
3. _____

I just want to make sure I am on the right track and didn't miss anything. Could you help me understand _____.

I will work on these assignments _____ (during AcLab, at home, etc.) and turn them in to you by _____. How would you like me to let you know the work has been submitted?

Optional (for example, the Math Dept Late Work Form): I have followed the class procedure for missing or late assignments and have _____ (insert what you did based on the classroom policy.)

Thank you so much,
_____ (Your Name)

Where to find what: (*mostly)

- Infinite Campus for grades, assignments marked missing, past due assignments.
- Schoology for current work, class slide deck (many teachers have a daily slide with the agenda for the day,) resources to complete assignments.
 - Parents have to access Schoology through the student account
- Ask a friend! Friends are available outside school hours and might be able to get you the information a little faster.

What NOT to say to teachers upon returning:

- Did we do anything important?
- Did I miss anything?
- I don't know what I am supposed to do.
- I don't have time to work outside of school.

When you feel really stuck!

- Connect with your counselor, we can help figure out getting you unstuck.
- Ask your grown up to help contact teachers, they are great at emails!
- Let your teachers know you are feeling stuck! Sometime you just need to set up a time to talk with them.