Paul Mitchell The School Memphis

MAKE UP HOURS AND MAKE UP ASSIGNMENTS

MAKE UP HOURS

Make up hours are permitted for missed scheduled time related to an absence while the student is still scheduled in their current program. Students may make up hours during any unscheduled time during the current scheduled program with prior approval and assigned make up work from a Learning Leader. Students are not allowed to exceed 100% attendance or “bank hours” in advance of or in anticipation of an absence. All make up hours must be pre-approved by one of the following: School Director, Education Leader, and/or Future Professional Advisor. Students must complete a Future Professional Make Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make up hours.

Students can clock makeup hours any time outside of their schedule when the school is open, except on Mondays, when the only time makeup hours may be clocked is 3:00 pm-5:00 pm.

*Students cannot exceed 100% attendance in a week.

MAKE UP ASSIGNMENTS

Students must complete all required assignments and tests. To accommodate students, make up test days and practical skill assessment periods are scheduled. Students must complete make up assignments at the scheduled time. Make up test dates are posted on the theory and school calendars.