

What to do if you are Absent from Class:

****You have as many days as you were absent to turn in the work you missed****

At Home:

1. Check the Daily Agenda on Mr. Rollings Learning page for the class work and home work of that day.
2. Print out (if possible) any work you do not have that you need to complete
3. Read the notes or readings from that day and complete any notes that were assigned
4. Complete any other assigned computer base class or homework
5. For anything that cannot be completed at home follow the “When you return to class” directions below

When you Return to Class:

1. Check the daily agenda for assignments missed when you were gone.
2. Go to the tan bin on the black table and find any handouts for the day you were absent that you were unable to print at home.
3. Get any class materials you might need to complete your work.
4. Be sure to turn in any completed work to the Mr. Rollings directly.
5. If you are unsure how to complete the assignment first look through your notes and then check with at least two classmates.
6. If you are still unsure about a concept or unclear how to complete any of the work come see me during a break in class or in ELO at the end of the day.

If you miss or are absent
for a Quiz or Test:

1. It is your responsibility to check in with me first thing when you return to class so that we can schedule a time for you to make up your quiz or test.
2. We will usually schedule for the first available ELO (or Lunch if you do not have a regular ELO)