

Quiz Make-Up Policy: For individuals who are **absent** during a quiz or test day.

1. In the subject of the email to Ms. K., write your period and date of quiz you need to make up.
2. In the body of the email, tell Ms. K. whether you want to make up the quiz in class, in tutorial (if you have one in your schedule), or during office hours on Tuesday. For each location follow the instructions on the chart in step 3.
 - a. Keep in mind if you make up the quiz in class, you are still responsible for the content we learn that day. I would recommend you only make up a quiz in class if it is the last resort.
3. For each location, include the following in the body of your email.

IN CLASS	OFFICE HOURS	TUTORIAL
Set a date within 1 week of the absence.	Give the date of the next office hours, no more than one week after the email. *Be there by 15 min within the time after-school.	Give me the name of your tutorial teacher, the period you have tutorial, and the classroom number of your tutorial class.

4. Be present at the location to take the quiz.