

# HOW TO GET YOURSELF CAUGHT UP AFTER AN ABSENCE

## The evening before you return to school:

1. Go to Edline and make a list of the assignments you've missed and the ones you need to complete to stay current.
2. Create a *To Do* list with due dates.

## The day you return to school: (Bring excusal note or doctor's note to the attendance office.)

3. Show each of your teachers your list, and ask if s/he wants you to pay particular attention to one or more of the assignments; which ones may appear on the next quiz or test; if there is anything else you may not know about, but need.
4. Talk to other students in the class to see if there are *tricks* or helpful information for getting previous assignments done. Ask how the work was graded. Example: "Did Ms Pierson take off for spacing and spelling?"; "Did Mr. Pichon give credit for showing your work?"

## When you return home from your first day back in classes:

5. Determine what assignments are due for the week and assign a specific time to get these done to avoid falling further behind.
6. Set aside at least one hour a day to complete one or two old assignments to help you catch up missed work with the least amount of stress.
7. If you are worried that you need some extra discipline, are unsure of important concepts, or aren't sure of how to do an assignment, ask your teacher(s) to meet with you at an agreed upon time to get assistance tailored for you. You can also get group tutoring. Here are the available resources:

**National Honor Society:** Peer tutoring sessions are on a drop in basis, but it never hurts to let the moderator know you are coming and for what subject. For Study Suppers, you **must** be referred by a teacher. If you want to sign yourself up, choose the specific assignment or subject in which you want help, then ask the librarian (2<sup>nd</sup> floor Benilde) to allow you to sign up.

TUTORS	LOCATION	DAYS	TIMES
Individual teachers	Classrooms	By appointment with the teacher	By appointment with the teacher
Peer	Room 211, La Salle	Mon., Wed., Fri.	7:15 a.m.
Peer	Room 211, La Salle	Tuesday/Thursday	Lunch (Bring your lunch)
Peer & faculty (Referral required)	Main Bldg. 2 <sup>nd</sup> Floor	Thursday	5:30 (supper provided by Mother's Club)
Individual Peer tutoring	Counseling Office	1 block per week	By arrangement only with a Counselor and PE coach.

8. After accomplishing each make up assignment, cross through it on your list to indicate your progress. This can go a long, long way in impressing the adults in your life from whom you must have permissions for parties, overnights, and purchases.

