

# HOW TO GET YOURSELF CAUGHT UP AFTER AN ABSENCE

## The evening before you return to school:

1. Go to PlusPortals 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.
3. Confirm this list with your teachers via email and make appointments to meet to discuss.

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

4. 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; are all of the essential? Which ones may appear on the next quiz or test? Is there anything else you may need to know?
5. Talk to other students in your classes to find out any *tricks* or helpful information for getting previous assignments done. Ask how the work was graded: "Did s/he take off for spelling or spacing?" "Will I get extra credit for showing my work?"

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

6. Determine what assignments are due for the week and assign a specific time to get these done to avoid falling further behind. Maybe see your counselor or the Student Services Coordinator to find some school day time for help.
7. Set aside a 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.
8. 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 to you. Again, you can rely on your counselor to help you with a plan.
9. National Honor Society: Peer tutoring sessions are on a drop-in basis, but it never hurts to let someone from NHS (Math/Engineering in LaSalle Hall) know you are coming and for what subject.
10. After accomplishing each makeup 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.

**Don't forget: you have communication tools at your disposal before, during and after your absence.**

**Remind** – Communicate with your teacher during and after your absence if you have questions.

**FaceTime** – With prior notice, you can virtually participate in a class!

**Email** – Don't hesitate to email your teachers with questions at reasonable times.

**Text a friend** – Make sure to have contact information with a good student in each of your classes to compare information, ask questions, or offer assistance.

