



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**ADMINISTRATIVE GUIDELINES FOR MAKE-UP PROCEDURES**

1. Parents will inform the Principal in writing as soon as possible (and at least no later than two weeks prior to an expected absence of their intent to remove their child from school for a specified length of time. The Principal will review this request with the child's teacher.
2. Teachers may, but are not expected to, provide students with a general assignment in advance of absence, or, after a student's return, with daily assignments missed. Teachers are not expected to provide detailed, daily assignments prior to the departure of the student.
3. Upon returning to school, the student will arrange for a conference with the teacher to ascertain what written work, if any, or make-up tests will be required. Teachers will schedule make-up tests at a time convenient for the teacher. It is not to be expected that teachers will provide after-school instruction or special tutoring to prepare a child for make-up tests.
4. All make-up work shall be completed and turned in within two weeks of the return to school unless mutually agreed upon by the teacher and student.

Adopted March 1981  
Revised at School Committee Meeting of May 6, 1985