# Paul Mitchell The School Roanoke

## MAKE-UP HOURS

Students are allowed to make up a maximum of 5 hours per week of previously missed hours. Students can makeup hours during course times the student is not normally scheduled for attendance. (For example, night school Tuesday-Thursday, or Saturday) Students may not make up hours until the student has completed the Core program. Make-up time will only be allowed for students until a cumulative attendance percentage 100% is achieved. All make up hours must be pre-approved by the school director. Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time.