**Make-Up Days Schedule**

**Make-Up Day Notice**: If you have make-up days you will need to complete the chart below. Please note that you must start your make-up days immediately and they must be consecutive (that means returning to your school the next school day after your placement and going each day until the make-up days are completed). When you finish your make-up days, you will need your MT’s signature verifying you made up the days and send it to the Office of Teacher Education and Clinical Practice. An email from your MT is acceptable too. **Do not send or get your MT to sign the document until you complete your make-up days.** (For a more detailed explanation of the “Make-Up Day” policy, please refer to page 6 of this handbook.)

Candidate’s Name:

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| **Date Absent** | **Make-Up Date** | **# of hours** | **PIM Verification** |
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