

ABSENTEE PROCEDURES

Per your school handbook, EIWTC students are not expected to be absent and attendance is required in ALL classes. If you are absent, please follow the instructions below to make contact with Deirdre Thompson at deirdret@eiwm.org. Absences must be documented. Therefore, **email** is the only way to communicate your absence. (Phone calls are not accepted regarding absences)

Darrow Campus Students:

In order for your absence to be excused, you must:

- 1) Have a valid reason (as outlined below) with necessary proof.
- 2) Make up your work online by: completing the attendance quiz *before it closes* and submitting your answers online by using the quiz link.

(If this is not at all possible – *meaning you have a situation/circumstance that prevents you from submitting your answers, via the quiz link, before it closes* - please use the quiz PDF printout to find your answers and manually submit them via email to the contact email provided above)

Valid Reasons include: illness/hospital visits (with doctor's note), unexpected changes in your work schedule (for Darrow campus students), out-of-the country travel with no internet access...Please submit proper documentation.

Online Students:

Due to the flexibility of the online school, online students are not considered absent unless they fail to submit an attendance quiz within the 7 day period allotted. Therefore, the only excuses accepted are extreme circumstances that prevent submission of attendance quizzes. Proof of absence is required and are excused at the discretion of the dean.

- To make up work, please use the quiz PDF printout to manually submit your quiz answers, via email, to the contact email provided above.

Please note: once quizzes close, we do not re-open them for any reason. When submitting quiz answers after the close date, email your answers by labeling which class and quiz you are submitting answers for to the email address provided above in order to receive credit.