# Paul Mitchell The School Austin

## MAKEUP HOURS

Students who have attendance below 100% may be approved by the Future Professional Advisor for makeup hours.

Makeup hours are offered during the following times:

**3 Day, 4 Day & Night Students:** Friday 9:00 AM to 3:30 PM Students must sign up in advance and be approved

**5 Day Students**: Wednesday and/or Thursday 4:30 PM to 8:00 PM Students must sign up in advance and be approved

- Students must arrive on time to participate in makeup hours.
- Students must stay the entire shift. If you leave early you will not be approved for makeup hours the next week.
- Students who arrive more than 10 minutes late will not be allowed to stay.
- Students must bring their school technical kit and be prepared to participate on the clinic classroom.
- Students must sign in at the front desk on the makeup hours form immediately upon arrival.
- Students must follow time clock procedures and use the appropriate QR code.

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.