

## HOMEWORK/MAKE UP WORK REQUEST PROCEDURE

In order to request make up work due to a lengthy absence of 3 or more days, the most direct and expedient method is to contact your student's teachers directly by email. Teachers' email addresses can be located on the Seabreeze High website at [www.seabreezehigh.org](http://www.seabreezehigh.org). under the heading of CONTACT, then FACULTY DIRECTORY.

If you are unable to make contact by this method, you may call the Guidance Office at 386-258-4674 ext. 54606. Please allow two (2) business days for the work to be collected from the teachers.

You may want to call the Guidance Office to be sure the work has been collected before you make a trip to pick it up at the Guidance secretary's desk.

For further assistance, please contact your student's counselor. Counselors' extensions may be located in the 2008-2009 Program of Studies and on the Seabreeze website under GUIDANCE COUNSELOR PAGE. You can also call ext. 54606 and the guidance secretary will connect you to the appropriate counselor.