Student Make-up Policy



Reflex Driving School

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March 7, 2019

Students are expected to make up work missed while they were absent.  Students will be given full credit for work done that satisfies the conditions of Reflex Driving School’s policy for make-up work.

Immediately upon returning to school, the student must contact Teacher/Instructor concerning arrangements for making up work.  An incomplete will be given for work that has been required by the Teacher/Instructor and has not met guidelines for make-up work.

After the student has been absent for three (3) days, the parent/guardian may request make-up work by calling the front desk office at: (713) 534-1635 or via email [reflexdrivingschool19@gmail.com](mailto:reflexdrivingschool19@gmail.com) with subject make-up work.

When an absence occurs, it is the student’s responsibility to inquire about, complete, and return assignments.  Students should expect to do more paperwork than those who were in attendance because it is necessary to make-up for classroom experiences missed.  The following is offered as a timeline for make-up work.  
   
 1 day absence      1  day following return to school  
 2 days absence     2 days after return to school  
 3 days absence     3 days after return to school  
 4 days absence     4 days after return to school  
 5 days absence     5 days after return to school  
   
 Student absent more than five (5) days must make arrangements with their teachers for making up the work missed within one week, five (5) school days after their return to school.  Late work guidelines also apply to make-up work.

If student is absent on a predetermined due date, the material is due the day the student returns to school