

I was **ABSENT**, what did I miss?

1. **Look at the Assignment Calendar** to figure out what lesson we covered while you were gone. If the last thing in your notes is 1.3, assume we did the next item written in the assignment list.
2. **Update Your Notes In Your Foldable**
 - a. copy the following from your textbook:
 - All example problems from the lesson
 - All vocabulary from the lesson
 - The objective from the lesson
 - All “know it notes” or bold boxes from the lesson
3. **Complete the Assignment**
 - a. Book problems → complete them in your composition book
 - b. Worksheet → Find it on the *black bookshelf* or get the worksheet from the *class website* WHS – Departments – Math – McCullugh – click your class on the side
 - i. <https://www.matsuk12.us/Page/40160>
4. **Grade the Assignment**
 - a. Book problems → Get the teacher book off the grey bookshelf, flip to the page you need to grade, the answers are in pink.
 - b. Worksheet → Find the worksheet binder for your class on the grey bookshelf, flip to the correct worksheet, grade it.
5. **Complete a Grading Rubric** for the assignment
 - a. under employability:
 - i. Circle 2 points if you are within two days of the day you were absent
 - ii. Circle 1 point if you are past your exempted 2 day grace period
6. **Turn In**
 - a. to the black tray correlated to your period on the grey book shelf
 - i. Book problems → just turn in the rubric
 - ii. Worksheet → Staple the worksheet to the rubric and turn both in