

### Quick Tips for using Make-Up Forms

- During the pilot phase, web attendance participants are required to submit an electronic make-up form through Web Attendance **in addition to** the paper forms issued by Dr. Gould's office.
- Both a Cancel and a Make-Up form must be submitted for each class meeting that was missed.
  - A "Cancel" form can be entered immediately.
  - **Make-up forms cannot be issued for future dates.** You will submit your make-up form **after** the class make-up has occurred.
- Make-up dates must be within the class beginning and ending dates.
- The "From Date" for the Cancel form will be the date the class was canceled.
- The "From Date" for the Make-Up form will be the date of the make-up
- You cannot enter a make-up date for any student who has been reported as a No-Show or who has been withdrawn, either officially or unofficially.