Paul Mitchell The School Rhode Island

MAKE-UP HOURS

Students can makeup hours during course times the student is not normally scheduled for attendance (Please see schedule below). Makeup time will only be allowed for students until a cumulative attendance percentage of 100% is achieved. By signing up for a day of Makeup Hours, you are COMMITTING to complete the entire number of hours outlined in the makeup hour schedule. All make up hours must be pre-approved by the School Directors. Future Professionals overall attendance should not exceed 100%.

MAKEUP HOURS SCHEDULE

Makeup hours are available on Mondays, Tuesdays, and Thursdays during your off-schedule hours.

To be approved, you must maintain the following minimum attendance percentages from the previous week:

- Nails: 90%

- Skin: 90%

- Cosmetology: 80%

All forms must be completed and submitted by the Thursday prior to your requested date. Forms are located outside the Director/Education's office. Once approved, forms will be sent to the service deck, where you must check in and out for your requested makeup time. Failure to check in and out will result in the loss of makeup hours for that day.