Paul Mitchell The School Jacksonville

MAKEUP HOURS

Students may make up missed hours under the conditions outlined below. Compliance with this policy is mandatory to ensure accurate attendance reporting and adherence to program requirements. Students must complete a Future Professional Make-Up Request Form, indicating the date, time, and activity completed.

ELIGIBLE MAKE-UP DAYS & TIMES

Make-up hours may be completed during the following designated times:

Day School:
Wednesdays & Thursdays, 5:00 PM – 10:00 PM
Night School:
Fridays & Saturdays, 9:00 AM – 4:30 PM

ELIGIBILITY REQUIREMENTS

Students are not eligible to make up hours until they have completed:
The Core and Protégé phase of the 1200-hour program.
Make-up hours are not permitted during the final two full weeks leading up to the student's graduation date.

Make-up time is allowed only until the student achieves a cumulative attendance percentage of 100%.

APPROVAL & DOCUMENTATION

All make-up hours must be pre-approved by the Future Professional Advisor or Financial Services Leader.

Make-up time requests must be submitted to the Advisor's office via email by noon each Wednesday, for the same week the make-up time is requested.

Make-up hours will not be granted without written approval from the Future Professional Advisor via email.

A Future Professional Make-Up Request Form must be completed, indicating:
The specific date and time requested
The academic activity/activities completed
The Learning Leader who supervised the make-up time must sign the Make-up Request Form.

ATTENDANCE & PRIVILEGES

If a student misses two consecutive approved make-up sessions, they will forfeit their make-up hour privileges for up to 30 days.

Make-up hours are not guaranteed and are subject to the availability of supervising staff (student-to-teacher ratio).