Paul Mitchell The School Fresno

MAKEUP HOURS

MAKEUP HOURS POLICY (AVAILABILITY & SCHEDULING)

Schedule	Tuesday – Friday (Weekly)	Town Halls (Subject to Availability)
Full-Time	5:00 PM – 7:00 PM	11:00 AM – 4:00 PM
Part-Time	3:30 PM – 5:30 PM	11:00 AM – 4:00 PM

- **Days Available:** Tuesday–Friday weekly and Town Halls (subject to availability).
- **First-Come, First-Served:** Sign-up does not guarantee a make up date until confirmed with Future Professional Advisor OR Education Leader.
- **Attendance-Based Priority:** The Future Professional Advisor and/or Education Leader may prioritize students based on attendance.

ELIGIBILITY & ATTENDANCE REQUIREMENTS

- Future Professionals are required to have 100% attendance the week prior and the week of the scheduled makeup hours. (Unless otherwise approved by the Future Professional Advisor or Education Leader.)
- Session capacity: 20 Future Professionals.
- Make up hours sessions must be completed fully unless prior approval is obtained.
- It is mandatory that attendees must bring their full kit, including iPad.

SIGN-UP & NO-SHOW POLICY

- Sign up with the Future Professional Advisor or Education Leader.
- Missing one scheduled makeup session: lose sign-up eligibility for 1 month.
- Missing two scheduled sessions: lose eligibility for future dates.
- Two call/text-outs or no-shows may also result in loss of eligibility.

REQUIRED DOCUMENTATION

Complete the Future Professional Makeup Request Form showing date/time, activity, and supervising Learning Leader.

ELIGIBILITY BASED ON OVERALL ATTENDANCE PERCENTAGE (COSMETOLOGY & BARBERING)

- **90–100% (500+ hours):**
  - May sign up for 2-3 makeup days per month (availability permitting).
  - In the last month of the program, future professionals may attend consecutive days (availability permitting).
- **80–90% (500+ hours):**
  - May sign up for multiple makeup days per month (availability permitting).
- **Below 80% (300+ hours minimum):**
  - May attend consecutive makeup days until reaching 80% attendance (availability permitting).

ADDITIONAL CONSIDERATIONS

- Make up hours are not available during the Core or Protégé Phase.
- Make up hours cannot exceed total absent hours or surpass 100% attendance.
- Student club events outside the future professionals scheduled hours may be used as makeup hours, subject to the Back on Track list. On-track Future Professionals have priority to attend these events, students on the Back on Track list may not be eligible (event make up hours are subject to availability).