**PROCEDURE WHEN ABSENT:**

**1. WATCH THE DAY’S SYNOPSIS VIDEO ON THE MOODLE PAGE AND COMPLETE AN ABSENCE SHEET. YOU HAVE A WEEK TO COMPLETE THIS.**

**2. IF YOU NEED TO, CONTACT ME AT:** [**ANTHONYSALCICCIOLI@GMAIL.COM**](mailto:ANTHONYSALCICCIOLI@GMAIL.COM) **OR TEXT ME AT 248.719.3273 BEFORE 9 P.M.**

**THIS IS YOUR RESPONSIBILITY.**