



## Makeup Class Policy and Procedures

Parents are responsible for scheduling their dancer's makeup classes via the Parent Portal and following the policies listed below.

- Attendance is taken in EVERY ARB class. ALL classes missed are eligible for makeup.
- ARB allows a student to makeup a class within 1 MONTH of the absence.
- The makeup class must be the SAME level or below.
- Makeup classes can be taken at EITHER location.
- If the student is absent from their makeup class they are NOT eligible for another makeup.
- You do have the option to cancel and reschedule the makeup classes BEFORE being absent, so please do that if you find the original makeup class date/time won't work.
- **Makeup classes MUST be scheduled more than TWO HOURS before the makeup class.** This allows the teacher to know who will be attending that day. Please do not email/call us and ask to be added to a class for makeup the same day if you aren't able to do it yourself within that time limit the day of. We are not always available to schedule it last minute and it is not fair to the teachers to just show up.

### MAKEUP CLASS SCHEDULING INSTRUCTIONS

Please follow these instructions for scheduling makeup classes. If you need assistance, please email Kimberly at [academyofrussianballetva@gmail.com](mailto:academyofrussianballetva@gmail.com)

1. Log in the ARB Parent Portal by clicking here - [ARB Parent Portal](#)
2. After you are logged in, click on the Menu button (3 little lines) in the upper right corner on the page.
3. Select "Absences & Makeups".
4. As you scroll down the page, you will see absences that are eligible to be rescheduled for makeup classes.
5. Click on "Schedule Makeup" (we recommend scrolling down and using the oldest absences first).
6. Scroll thru all the classes and select the date/class you wish your students to attend for their makeup class.
7. Please Sign your Dancer up for Level Appropriate Classes! **Students can take makeup classes at their current Level or any level BELOW their own level.** Students are not permitted to take classes above their own level, unless it is a combined class. (Ex: Level 6 students can take a Level 5, Level 5&6, Level 6 class or a Level 6&7 class, but not a Level 7&8 class.)