Late Work Request Form Staple to Assignment when complete

This form is not for students turning items in late due to absences. This is for students that missed a deadline.

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Period**  \_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_

**Assignment Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Assigned \_\_\_\_\_\_\_\_\_ Due Date \_\_\_\_\_\_\_\_\_

* **Date assignment turned in** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Most students that fail Science 9 (and many other high school courses) fail due to not completing their assigned work. Many parents/guardians are unaware of any situation with students not turning work in on time until it becomes too late. With this in mind, a student cannot turn items in late without a parent/guardian signing off on this sheet. It is the student’s responsibility to obtain the form, fill it out, have a parent/guardian review / sign it and then submit it attached to their late work. The point of completing this form is so that we may help students be more proactive managers of their time, to teach responsibility and the importance of meeting deadlines. Please be aware that in order to receive credit, everything must be filled out and be accurate on this form.

How many times have you been late on assignments this quarter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why were you late on this assignment?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will you do in the future to keep from being late on assignments?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_\_\_\_\_\_\_

Student Signed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

*By signing this document, you agree with the reasoning above and would like him/her to receive partial credit for the work submitted.*

**Parent /Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian printed name Parent/Guardian phone number

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) -\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Guardian email - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If there is a special circumstance for this late work that should be taken in to consideration please call the high school at 313-827-1200 ext. 3153 and leave a message or email me with concerns. leel@appublicschools.com

**Late Work Request Form – Science 9**

**Late Work:**

* Late work due to an absence will follow district guidelines.

*You may turn in up to five assignments late and receive partial credit (see below) as long as a late work request form is filled out by you and signed by your parents or guardian.*

If the assignment has been graded or handed back, you will need to do an alternative assignment (in addition to the request form).

*The request form can be downloaded from the class website or picked up in class.*

All homework is due at the beginning of class unless otherwise instructed.

**Reduction to grade for late work:**

 • First day - 25% reduction

 • Second day - 35% reduction

 • Third day to the end of the unit in which the assignment was given - 50% reduction (alternative

 work may take the place of the original assignment).

If the assignment has been graded or handed back, you will need to do an alternative assignment (in addition to the request form).