*All Assignments are due at the beginning of class. Anything handed in at a later time is considered late and you will have to complete this form to receive credit for the assignment. If you were working in a group, each member must complete the form.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Blk: \_\_\_\_\_

Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When was the due date for the assignment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. This is the \_\_\_\_\_\_\_ assignment that I have handed in late in term \_\_\_\_\_\_.
3. Reason for handing the assignment in late (***see below for reasons that are not valid***)

|  |  |
| --- | --- |
| **Not Valid Reasons** | **How to make sure this doesn’t prevent you from handing in your assignment** |
| 1. You were/are sick | * Scan or take photos of the assignment and email them to your teacher before the start of the class that your assignment is due |
| 1. You are overwhelmed with school work | * Talk to your teacher well in advance of the due date to attempt to find a solution that works for everyone |
| 1. Your partner has the assignment | * Maintain constant communication with your partner(s); if this is proving to be impossible speak to your teachers in advance (more then 24 hours notice) |
| 1. You were unaware the assignment was due | * Since all assignments with due dates are posted on your teachers website this should never become an issue. |
| 1. You were late for school | * Arrive to school/class on time |
| 1. You emailed your teacher the night before to let them know you wouldn’t be handing in the assignment | * Unless you have a valid reason (i.e. one not listed above) this considered the same as not having your assignment at the start of class |

Reason(s) for handing in assignment late: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Signature of Student, Parent, and Teacher***

*Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent Email or phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please have each of the preceding sign, and then hand in the form to your teacher with the late assignment.*

*Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*