

Any work that is not turned in by the due date is “late.” The purpose of this form is to identify **the reason** the work is late and to assist the students in being more proactive managers of their time. You must fill out the form and attach it to the front of the late assignment. No late work, regardless of the reason, will be accepted without a “Late Assignment Form” completely filled out, initialed by the parents in each area, as well as signed by the student and parent. You must answer all the questions below, completely, or the assignment will not be accepted. You may use additional paper as necessary if you need additional space. 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 initialing and signing off on this form as designated in the areas below. It is the student’s responsibility to obtain this form, fill it out, have a parent/guardian review and sign it, then submit it to their teacher.

Student First and Last Name: _____

Subject: _____ Teacher: _____ Period: _____

Assignment: _____ Original Due Date: _____

Why was your assignment not submitted on time/late? This should be a well-written, persuasive paragraph, not a list of excuses.

(Parent /Guardian Initials_____)

Is this the first time an assignment is late for this class? If no, why was your assignment late in the past? This should be a well-written, paragraph, not a list of excuses.

(Parent /Guardian Initials_____)



