

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 no paragraph, not a list of excuse	ot submitted on time/late? This shoues.	ld be a well-written, persuasive
		(Parent /Guardian Initials)
Is this the first time an assign	ment is late for this class? If no, wh	y was your assignment late in
the past? This should be a we	ell-written, paragraph, not a list of ex	xcuses.
		(Parent /Guardian Initials)



That will you do in the future to make is does not happen again? This showcuses.		
		(Parent /Guardian Initials)
tudent Signature		(Parent /Guardian Initials) Date
Parent /Guardian Signature		Date
Parent /Guardian Printed Name	Phone Number ()	Parent/Guardian Email
Parent/Guardian, by signing this for the child to receive partial credit for the		soning above and would like your
ate Work: You may turn in assignments la york request form is filled out by you and i ompleted and turned in without the form, i he request form can be downloaded from to academy, Cooper City campus website, und aid by the teacher.	nitialed and signed by your part t will be handed back and not gother class website, picked up in	rent/guardians. If the assignment is graded until the late form is completed. class, or downloaded from the Franklin
Date received: Student	Initials: Teacher Initial	c.