Late Assignment Form

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. You must fill out a Late Assignment 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, signed and stapled to the front of the late assignment. Once this is done, you can turn in the assignment in the Late Work folder.

Name _____   Period _____

Assignment _____

Today's Date _____   Original Assignment Due Date _____

Check the appropriate statement and provide an explanation below if needed:
  Absent on _____. Absent on due date / Absent when assigned.
  Late. No excuse. I assume responsibility for turning in this assignment late.
  Other. If you have made special arrangements with me, please explain on the lines below.

_____
_____
_____

Student Signature _____   Date _____

………

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