

Late Work Request Form:

Name: _____

Teacher: _____

Class Color: _____

Assignment Name: _____

Due Date: _____

Date Submitted: _____

It is the student's responsibility to obtain this, fill it out, have a parent/guardian review and sign it, and submit it to their Team 4 Teacher. With this in mind, a student cannot turn items in late without a parent/guardian signing off on this form. The point to this is so that we may help students be more proactive managers of their time and responsibilities. Please be aware that in order to receive credit, everything must be filled out and be accurate on this form. Please staple this form to your late work when you turn it in.

- **Why were you late on this assignment?**

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

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

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