Late Assignment Check Form

This sheet must accompany any assignment turned in after the due date regardless of reason. Please staple this sheet on top of the late assignment. ALL late assignments must be submitted as **HARDCOPIES.** Any assignments turned in late without this form will not be prioritized for grade entry or evaluation

Name: Date:

Assignment:

Reason for the assignment being late:

☐School Related ☐Pre-Arranged

☐Illness ☐Negligence

☐Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ This assignment falls within the 1 day extension for each school day missed

If you have any other comments, please use the other side to explain

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