

Number of days late: \_\_\_\_\_



## LATE WORK REQUEST AND REFLECTION FORM

Student Name: \_\_\_\_\_

Period: \_\_\_\_\_

Assignment: \_\_\_\_\_

*All late work must be turned in with this form to be considered submitted. Until the work is submitted correctly (with the form) late penalties will continue to accrue. If you are turning in paper work, staple form to your work. If you are submitting work online, turn in just this form to the drawer.*

### **1. Reflect**

Days Late \_\_\_\_\_

Why? (complete sentences, please.)

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Number of times I have had to fill out this form \_\_\_\_\_

### **2. What can I do to prevent this**

Three steps I can take to avoid this happening again:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Original due date: \_\_\_\_\_

Date I am submitting work: \_\_\_\_\_

Percentage I am expecting to be deducted from my final grade \_\_\_\_\_

*(10% for each day, up to a maximum of 50% - Work not accepted past 3 weeks or within 24 hours of end of grading period.)*