

Date of request submission: _____

**REDO/RETAKE
REQUEST AND REFLECTION FORM**



Student Name: _____

Period: _____

Assignment: _____

1. Reflect

Previous score _____

Why? (complete sentences, please.)

2. Improve

Three activities I did to improve my understanding of this concept:

1. _____
2. _____
3. _____

Date in the next week that I will attend Homework Help for tutoring (required): _____

Date I will have all redo work complete (within 1 week of Homework Help tutoring): _____

3. Attach

1. Previous assignment (if available)
2. Evidence of your efforts to improve

4. Read Redo/Retake Policy and Sign and Submit Request
Read Redo/Retake Policy

Eligibility:

- Must score below 70%
- Request to redo/retake submitted within 3 days of grade being posted
- Refusal to complete an assignment or purposefully marking random/incorrect answers will disqualify you from redoing it.
- Failure to meet deadlines for Homework Help attendance and redo submission will disqualify your second chance.
- Work submitted late is not eligible for redo.

Requirements:

- Request form must be 100% complete and written with effort and in complete sentences.
- Evidence of your efforts to improve must be attached.
- You must attend Homework Help for tutoring prior to re-submitting work.
- You must submit all of your work within 1 week of the date you attend Homework Help

General Rules:

- Any assignment that is not received by the original due date is not eligible for redo (unless it was due to an excused absence).
- In order to identify gaps in learning, students must return a completed Redo/Retake Reflection Form
- Students will only have one opportunity to redo/retake any given assignment.
- Students are responsible for requesting redo/retake with teachers.
- Alternate assignments may be required at the teacher's discretion since some scenarios are impossible to replicate.
- Assessments completed during the last week of any grading period are not eligible for redo/retake.
- Redo/retake is not intended to be used as a regular practice by a student. Teacher may refuse a student who abuses this system.
- Grading period averages are final.

Signature

I have read the policy for redo/retakes and would like to request permission to redo the assignment listed on the front of this form.

Signature

Date