

# LATE ASSIGNMENT TICKET

TEACHER INITIALS
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Directions:

1. Fill out this form completely.
2. Staple it to the front of the late work.
3. Have your kind and caring teacher initial the form.
4. Place the form in your folder.
5. Turn in your next assignment on time!

Your Name: \_\_\_\_\_

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

Today's Date: \_\_\_\_\_

Assignment Due Date: \_\_\_\_\_

Reason for lateness (e.g., "I was sick," or "I forgot"):  
\_\_\_\_\_

FOR TEACHER USE ONLY	
Original grade	
Number of days late	
Number of points deducted	
Final grade	
Comments:	

The Fine Print: You must complete all fields of this form in order for it to be accepted. If you do not know the due date, check your assignment notebook or ask a classmate. As per the syllabus, you have until the end of your class period on the next make-up day to turn in late work. After that point, your assignment will not be accepted for a grade. You must have this form initialed by your teacher, so you may not leave it with another teacher, in a mailbox or in the main office. You must complete this form for ANY late assignment, no matter what the reason! Just because you attach this form to an assignment DOES NOT automatically mean that you will lose points. If you have a valid excuse (as defined on the syllabus), you will not lose points. The form is meant for your kind and caring teacher to be able to more effectively keep track of your work and to be as fair and consistent as possible. If you turn in your work on time, you don't have to worry about any of this!