Late Work Reflection

Directions:

1. Student fills in late work reflection form and brings to teacher.
2. Teacher adds to steps to prepare, provides the alternative assessment, and late work due date is set with the student. If necessary, an in-school time is set for the student to complete the assessment.
3. Teacher and student show agreement by signing the form.
4. Student takes form home to parents/guardians for viewing and signature.
5. Student returns the form to teacher.

Initial Assessment and Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of assignment and original due date)

Reason initial assessment was late/not completed (be specific):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Steps to take to prepare for better use of time (be specific; teacher may add items as well):

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Alternative Assessment to be completed (teacher fills in): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Due date for late assignment (teacher fills in): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time for in-school completion(teacher fills in): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_