

# ***HOMEWORK LAB FORM***

You have been issued this form because you have not turned in your assignment on time. In order to submit your assignment for full credit, you need to do the following:

1. Fill out this form completely, including a detailed reason why it was not done on time.
2. Determine a time you can stay after school to complete the late assignment.
  - a. (2:00-2:40 pm, except Wednesdays)
3. Have your teacher check and initial your form.
4. Have your parent/guardian sign the form.
5. Come on the day you said you would come and do your assignment
  - a. NOTE: You **MUST stay** from 2:00-2:40, **even if your assignment is already done**.
6. After completing the HW Lab, staple this form on top of your late assignment, and turn in everything to your teacher the next class period.
7. You can use this sheet for only one assignment per class.

Student name: \_\_\_\_\_

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

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

(supposed to be due)

Description of assignment and learning:

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Explanation of why assignment was not turned in on time and a plan for improvement:

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Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Teacher's Initial: \_\_\_\_\_