



# Student Late-Work Planning Form: Middle & High School

Teacher: \_\_\_\_\_ Course: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Directions: At a teacher-student conference, use this form to create a plan for the student to complete and submit missing or late work.

Assignment	Target Date for Completion	NOTES

What penalty--if any--will be imposed for these late assignments? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent Signature