

INCOMPLETE CLASSWORK PROCEDURE

Work will often be assigned in class to be completed and handed in before class ends. There are times when you will work very hard to complete it and do a good job. However, even if you worked steadily the entire time, you may not finish it. This form is for you to hand in with the assignment. If your reasons are valid, accommodations can be made. You may have been getting extra help when you were unsure of something. If however you were obviously off-task, distracted or disruptive in any way, you must turn it in anyway with a completed form.. These are available from the Classroom Resource Area. They will also be posted on the LongfieldPage for you to print out and have in your binder.

If the majority of the class does not finish, there was obviously not enough time and everyone will get a break.

Below is a sample of the form.

INCOMPLETE CLASSWORK

DATE

NAME

CLASS

ASSIGNMENT TITLE

I was unable to complete this in the allotted class time because:

_____ I would like to finish this assignment and turn it in on _____
(Next Class Period)

_____ I would like to have it graded as it is at this time.

