



Sudbury Secondary School Late Assignment Completion Contract

Student Name: _____ Course: _____ Today's Date: _____

Teacher: _____ Original due date: _____

Reason why the work is late:

Parent/Guardian Contact Date:

Notes:

Steps taken to provide student with opportunity for success:

(Please check all that apply)

- asked student to clarify the reason for not completing the assignment (see above);
- participation in planning sessions for major assignments to be completed in stages;
- helped the student develop better time management and organizational skills;
- scheduled teacher-student conferences;
- scheduled conference with parents/guardians;
- out of class follow-up i.e. Lunch time and extra time;
- referred student to Student Success teacher; Aboriginal counselor, Special Education;
- consulted with Administration
- took into account the history and context of student, parents/guardians;
- used counseling or peer tutoring to try to deal positively with the problem;
- used teacher professional judgment to provide alternative assignments or tests/exams;

Next Steps: What will need to happen to complete the work?

New negotiated due date:

Student signature:

Date:

Teacher signature:

Date:

Parent signature:

Date: