



www.msabasclass.com

# MISSING ASSIGNMENT LOG SHEET

When an assignment is due, everyone has to hand in SOMETHING. If you don't have the assignment ready to hand in, then complete this form. The purpose of this is to keep us ALL be accountable to each other.

Late work is not accepted in Honors classes, but if you missed a class the day an assignment is due, the new due date will be changed to accommodate the time missed.

As always, my job is to support your learning. If there are personal circumstances that you would like to discuss, please request a time to meet in the COMMENTS section of this form.

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Period:** \_\_\_\_\_

**Missing Assignment:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

**Reason(s)** Check all that apply:

- ( ) Forgot
- ( ) Did not understand the assignment
- ( ) After School or Extra-Curricular Responsibilities
- ( ) Personal Family Obligations
- ( ) Absent: Date of Absence: \_\_\_\_\_ New Due Date: \_\_\_\_\_
- ( ) Other \_\_\_\_\_

**Request for Conference:** \_\_\_ Yes \_\_\_ No

**If yes, please specify a time and date to meet with your teacher:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_