

Dear Parent/Guardian,

This letter is to inform you and your student of Aragon Middle School's 2009-2010 late work policy.

When a student fails to turn in an assignment he/she will fill out the form below, turn in one copy to the teacher and bring the other copy home for a signature. Please make note of the grading policies below.

**Personal Responsibility Report**

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

Today's Date: \_\_\_\_\_

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

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

Due Date: \_\_\_\_\_

I did not turn in my work because:

Dear Parent/Guardian:

Your child did not turn in the above assignment for the reason listed.

Please encourage him or her to turn it in tomorrow. Refer to the late work policy below.

**6<sup>th</sup> & 7<sup>th</sup> grade late work policy**  
1 day - 85 points max  
2 days - 74 points max  
3 days - 50 points max  
4 days - 0 points

**8<sup>th</sup> grade late work policy**  
1 day - 80 points max  
2 days - 70 points max  
3 days - 50 points max  
4 days - 0 points

**High school credit classes**  
1 day - 75 points max  
2 days - 50 points max  
3 days - 0 points

I understand that it is my responsibility to ask my parents/guardian to sign this form and return it with the assignment.

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

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

Please keep the top portion of this letter for you to use as a reference and sign the bottom section and have your student return it to his/her advisory teacher.

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I understand Aragon Middle School's late work policy.

\_\_\_\_\_  
Student's PRINTED Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date