

# St. Benedict Catholic Secondary School

## Pre-approved Late Form

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Course Code:** \_\_\_\_\_

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

**Name of Assignment:** \_\_\_\_\_

The reason(s) for falling behind on this assignment was:

- Illness
- Insufficient time to complete the assignment
- Course load from other classes
- School activity commitments
- Outside work commitments
- Outside activity commitments
- Family issues
- Other \_\_\_\_\_

You must also attach a copy of the work you have been able to complete to this point.

Parent/Guardian signature:

I \_\_\_\_\_ acknowledge and approve the reason given for my son or daughter falling behind on this assignment.

Or

I \_\_\_\_\_ do not acknowledge or approve the reason(s) that my son/daughter has offer for falling behind on this assignment

If you acknowledge and approve the reason, your son/daughter will be given an extension to complete the assignment. If the assignment is not submitted by the new due date, your son/daughter will be assigned to study hall for this assignment.

If you do not acknowledge or approve the reason, your son/daughter has offered for falling behind on this assignment then they will not be given an extension an will be required to submit the assignment on the original due date or be subject to the consequences outlined in our schools late assignment policy. (The policy is outline in the student agenda.)