

Class Period _____ Assignment Name: _____

Action Plan for Late Work

Answer the following questions as completely as possible. Once you finish, return this form to the teacher and be prepared to discuss your action plan.

1. Why is the work late?
2. What caused the work to be late?
3. Explain how you contributed to the late work in at least two ways.
4. Who was involved in causing the work to be late?
5. Explain three strategies you will use to avoid turning in work late in the future.
6. Who can assist you in accomplishing the strategies listed above?
7. How can you help yourself?
8. How can the teacher assist you?

Conference Notes:

I agree to use the strategies listed and discussed with the teacher on this form. I understand that a failure to adhere to this plan may result in further academic or disciplinary action, depending upon the problem listed above in item number one of this form.

Student Printed Name

Student Signature

Parent Signature (required for major assignments)

Date