

Assignment Accountability Form

Name _____ Date _____

Missing Assignment _____

I am filling out this form today because:

- I chose not to complete the assignment
- I forgot to do my assignment
- I finished the assignment at home, but forgot it
- I didn't finish my assignment
- I didn't know how to do the assignment, and would like a conference for extra help
- Other _____

I understand that my grade for this assignment is currently a zero...

- I would like an alternate assignment that I will complete and hand in for full credit. I understand it is my responsibility to get the assignment, complete it and return it to the bin prior to the due date written on the top. I know it will not be accepted after that date.
- I would like to complete and return my assignment on the next class day for full credit. I understand if I do not return it the next day, it will not be accepted.
- I am requesting more time and a conference. I understand once I conference with Ms. Hawk I will be given a due date and will turn in the assignment by that date for full credit.
- I do not want to make up the assignment. I will keep my zero.