

Chapter 11: Tools For Teachers

Completion Contract

Student Name: _____

Course: _____

Missed Work: The following work has not been handed in:

Original Due Date: _____

Reason - Please indicate why the work is late:

Next Steps - What will you now do to get this completed?

New Date For Submission: _____

Once this new date is negotiated, the student agrees to submit this work on that date or may receive a reduced mark. A follow-up report will be issued in the event that the work has not been completed. The assignment will not be accepted after the revised date has passed.

Student Signature: _____

Teacher Signature: _____

Parent Signature: _____

This form is available for download, adaptation and printing on school letterhead. See the inside back cover of this handbook for download information.