Absent Work Cover Sheet

SAMPLE

KEEP THIS SAMPLE IN THE HANDOUTS SECTION OF YOUR NOTEBOOK

DO NOT USE THIS SAMPLE TO TURN IN LATE WORK. Get a White absent work cover sheet from the basket on the book truck

Absences

Please follow the procedures for handing in late work due to absences. Work is due within a week following the student's return to class unless the absence has been extended (a week or more). No matter how long the absence has been, it must be finalized at least one week before the end of the quarter in order to be figured in final grades. Attach this sheet to all late work. **No work will be accepted without this cover sheet filled out completely and attached.** Work must be checked by a partner, who will sign this sheet, unless the work is an essay or some other assignment the teacher corrects. Consult the scribe book for assignments and due dates.

Name of student: _____ Period: _____

Date work handed in to in basket: _____

Date(s) of absence(s)-keep a record of this on your monthly calendar: _____

Correcting partner(s) signature(s):_____
(Your signature assures that the correcting has been done to the best of your ability.)

Description of assignment(s)	Due date