

NAME: \_\_\_\_\_ PERIOD: \_\_\_\_\_

Give your work a "title" to identify it,

TITLE: \_\_\_\_\_ TODAY: / /

**CHECK ONE BOX:**

Not late, request for S.L. correction, explain: \_\_\_\_\_

No excuse, just didnt get to it in time

Illness, describe: \_\_\_\_\_

School activity, describe: \_\_\_\_\_

Other, describe: \_\_\_\_\_

**NOTE:** For late work, unless a copy of some form of documentation is provided (copy: proof of a school trip, parents' note, explanation letter, etc), the following penalty will be applied:

0-19 Point Work -3 within 1 week -5 after 1 week

20-39 Point Work -5 within 1 week -10 after 1 week

40-99 Point Work -10 within 1 week -20 after 1 week

100-X (incl. tests) -10% within 1 week -30% after 1 week

If no documentation is available, see Chiang for a waiver:

Mr. Chiang's Waiver Signature: \_\_\_\_\_

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