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| **Late Assignment Form**MCBS00559_0000[1].wmf**Directions:** Please fill out this form completely and staple it to your late assignment for credit.**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_****Assignment Title or Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Late Assignment Form****MCBS00559_0000[1].wmf** **Directions:** Please fill out this form completely and staple it to your late assignment for credit. **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_** **Assignment Title or Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **I was not able to submit this assignment on time for the reason below** (check all that apply): [ ] I was absent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] I left it at home. [ ] I didn’t know it was due. [ ] I didn’t understand the assignment. [ ] Even though I used my time wisely, I didn’t complete it  on time. [ ] I wasted my time in class and didn’t complete it on time. [ ] I forgot to do it for homework. [ ] Other reasons (explain here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**If this assignment is not late because you were absent, list at least one thing that you can do in the future that will help get your assignments in on time.** |  **I was not able to submit this assignment on time for the reason** **below** (check all that apply): [ ] I was absent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] I left it at home. [ ] I didn’t know it was due. [ ] I didn’t understand the assignment. [ ] Even though I used my time wisely, I didn’t complete it  on time. [ ] I wasted my time in class and didn’t complete it on time. [ ] I forgot to do it for homework. [ ] Other reasons (explain here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **If this assignment is not late because you were absent, list at least one thing**  **that you can do in the future that will help get your assignments in on time.** |
| \*Late assignments lose percentage points daily unless you have an excused absence and turn in your make-up assignments within the allotted time. |    \*Late assignments lose percentage points daily unless you have an excused absence and turn in your make-up assignments within the allotted time. |