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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. |