

Name: _____ # _____

Date: _____

Assignment Correction Request Form

If you earn a failing score (below 70D) and would like to complete an assignment correction for partial credit, you will need to:

- complete this form - using complete sentences, correct grammar, and correct spelling
- neatly complete assignment corrections on notebook paper (see example for requirements)
- have your parent sign this form AFTER you have completed it
- turn in the signed, completed form with the corrections stapled to it within 1 week of receiving the graded assignment OR by the last Monday of the grading period, whichever comes first.

Title of Original Assignment: _____

Date of Original Assignment: _____

Grade on Original Assignment: _____

REFLECT

Explain your low grade on the original assignment. Your explanation should only include what you did not understand and how you could have better prepared for the original

PREPARE

List what you have done to prepare yourself for the assignment corrections.

1. _____
2. _____
3. _____

COMMIT

I am requesting the opportunity to correct my missed items on this assignment. I have worked hard to improve my understanding of this content. I know that it is my responsibility to prepare myself for all assignments and avoid the need to make assignment corrections on future assignments. I am also aware that I will only receive partial credit for any of my attached corrections.

Student Signature: _____

Parent Signature: _____