

Recovery of an Incomplete Grade

Student Name _____ Teacher _____

Course _____ Term 1 2 3 Grade 9 10 11 12 School year _____

The missing or incomplete assignments are listed below that will need to be completed in order to earn credit for this class. Students will have 2 trimesters to complete the assignments in order to earn credit for the class. If assignments are not completed after 2 trimesters the incomplete grade will change to an “F” Failing Grade, receiving no credit for the class.

All “I” incompletes will change to an “F” failing grade according this this schedule if make up work is not completed:

Incomplete issued Trimester 1 -Grade will be changed to an F on the last day of grading of the current school year.

Incomplete issued Trimester 2 -Grade will be changed to an F on the last day of grading trimester 1 of the following year.

Incomplete issued Trimester 3 -Grade will be changed to an F on the last day of grading trimester 2 of the following year.

NOTE: Seniors will have until the end of their current school year to complete assignments needed to earn credit for the class.

WILL THE STUDENT CONTINUE WITH TEACHER THE FOLLOWING TRIMESTER: YES NO

The following guidelines should be followed in order to manage students who are working to recover an incomplete grade:

1. If **the teacher has the student** in class the trimester following the incomplete grade, **the teacher** will be in contact with the student about completing the assignments.
2. If **the teacher does not have** the student the trimester following the incomplete grade, **the counselor** will assist the student in completing the assignments and meeting with the teacher.

Assignment/Learning Targets	Materials/Resources Needed	Due Date

