

# OXROSE ACADEMY

## Late Work Grading Request

*In the courses at Oxrose, all homework, exams, mini-exams, and review quizzes have specific due dates that must be met.*

*Course homework assignments, with the exception of those for composition classes, have built in “grace periods” that allow the students to turn in work for a certain period after the official due date. For most weekly assignments, the period is one week. After this grace period has passed, assignments are not accepted for grading. No special permission is needed for work turned in during the grace period.*

*Under certain limited circumstances, additional work days for homework, exams, mini-exams, and review quizzes may be granted. These circumstances include:*

- *Unavoidable extended technical issues that render a student unable to complete work, such as computer malfunction, power outage, or loss of internet connectivity.*
- *Unavoidable extended disruptions to the schooling schedule caused by inclement weather, natural catastrophe, illness, or family situation.*

*Please understand that the reasons this form is required are: (1) to maintain equal standards for all students; (2) to avoid overburdening teachers with extensions that stem from normal student error; and (3) to ensure that parents are fully aware of student actions.*

*If your student will need to miss or has missed an extended period, including due dates for any of these reasons, **please fill out the attached form and submit it as soon as possible to [office@oxroseacademy.com](mailto:office@oxroseacademy.com)***

# Late Work Grading Request

*Print, fill-out, scan, and email to office@oxroseacademy.com*

Student:		Date Requested:			
Reason for Late Work <i>Please explain in very general terms only. We do not wish to pry.</i>		<i>Office Use</i>  Date Received			
Course & Assignments Included:	Due date requested:	Approved	Date Set	Notified	Graded

*I attest that I am aware of the student's status and that the circumstances described here are accurately recorded.*

Parent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_