

EXTRA CREDIT REQUEST

A teacher realizes that a student at times needs extra work/credit to reinforce a necessary skill or concept and to provide extra points to better a lower grade. This does not necessarily mean that extra credit work will increase the overall grade by a letter grade. It is our school's and teachers' intentions to provide extra credit as needed to benefit students and reinforce concepts. A student may only request extra credit if they have received a "C" or below on a test. There are student responsibilities that accompany such a request.

Note: Review with students the first week of school. Give copy to parents on Class Night.

To assist both teacher and student, responsibilities are outlined and this form is provided to be submitted to the teacher. For extra credit, a student must:

1. Have completed and submitted all home/class work assignments in that subject. Missing homework must be completed before a request can be made.
2. Must request extra credit by completing this form and submitting it to specific teacher. Request must also be signed by parent.
3. Extra credit is given in the case of a C, D, F. Exceptions may be made based upon effort of student and participation in class.
4. Must request extra credit at least by specified dates before each mid-term or quarter. All Extra Credit must be requested two weeks prior to Mid-Term and Report Card dates:

◆ First Quarter Mid-Term:	September 28
◆ First Quarter Report Card:	October 26
◆ Second Quarter Mid-Term:	November 30
◆ Second Quarter Report Card:	January 18
◆ Third Quarter Mid-Term:	February 22
◆ Third Quarter Report Card:	March 22
◆ Fourth Quarter Mid-Term:	April 26
◆ Fourth Quarter Report Card:	June 1
5. If request is made before these dates, then assigned work should be submitted within one week or date given by teacher.
6. Complete extra credit work in proper and neat format by above listed due date.

Once form has been submitted, a teacher will provide extra credit work by next school day. This form will be returned with accompanying assignment to student.

Thank you!

EXTRA CREDIT REQUEST FORM

Name of Student: _____

Date of Request Submission _____

Subject _____

Teacher: _____

_____ I request extra credit work for above listed subject.

_____ All of my homework and class assignments have been completed.

Student Signature

Parent Signature

TEACHER RETURN

Name of teacher: _____

Date: _____

_____ Extra Credit work can be given to student.

Assigned work:

_____ Papers are attached. _____ Material is in text.

_____ Date work is due.

_____ Extra Credit work cannot be given at this time due to:

_____ Homework/Class Work missing (*Listed*)

_____ Please complete homework and submit again.

_____ Form was submitted past due date and deadline has passed.

Teacher Signature