**Request to Consider Late Work Form**



**James Campbell High School Official Late Work Policy:**

Late work is to be accepted until 1 week after the unit test on which the work was based.

Dear Ms. Henderson,

I was unable to complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ assignment prior to the due date of \_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am hereby respectfully requesting that you accept this work which was completed to the best of my ability. This learning is important to me and I would like the opportunity to demonstrate my learning of this concept.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(sign your name here)

------------------------------------------------------------------------------------------------------------------------------------------------------------

This space is for official use only.