**Missing Assignment Notification**

**3 Missing Assignments**

Dear Parent ~

We are writing to inform you that your child has three missing assignments in class. Please review the pink Missing Assignment Notification sheet with your child. This needs to be signed and returned along with the completed work the next school day.

To see the assignments your child is missing, you can check on PowerSchool by clicking on the class percentage for each class. This will then give you a list of all the assignments for the class. Assignments can be labeled with different flags by the teacher to symbolize if they are on-time, late or missing. At the bottom of the page there is a key for the different flags. For example: missing is an orange circle with a white exclamation point, while late is a red circle with the two clock arms. When utilizing an app on a mobile device to access PowerSchool, you may not see the symbols or flags.

Teachers often add comments to assignments. These comments can be read when viewing the list of assignments for individual classes. Comments can be found by clicking “view” to the far right of the listed assignments. If viewing grades through an app on a mobile device, one must click on the assignment to see the comment.

Please note that a mark of 50% does not necessarily mean that your child has submitted an assignment. Fifty percent is the lowest possible grade a student can receive on any assignment. If your child has received a 50% on an assignment, please be sure to check for comments from the teacher regarding that assignment’s status.

If you have any questions after checking PowerSchool and speaking with your child, please do not hesitate to contact a member of your child’s educational team.

Respectfully,

Team