**Missing Assignment Notification**

**5 Missing Assignments**

Date: February 1, 2019

Attention Parent(s)/Guardian(s) of Vincent Lang:

Your child has had five (5) missing assignments since the start of the quarter. Being proactive, we are adding an additional support for your child. Your child will be attending a mandatory study hall for the next ten (10) days. The intention is for your child to finish any work that is still missing. After all missing work is completed and turned in, the time in mandatory study will be used on current assignments.

Attached is a blank copy of the mandatory study hall team referral form that your child was given. This form needs to be completed and returned with all missing work within the ten days of mandatory study hall. After the ten days, if all assignments have been completed and turned in, your child will return to lunch and intramurals as normal.

*If your child gets another five missing assignments (ten total in the quarter), we will assign an additional ten days of mandatory study hall and issue a detention.*

*Should your child accrue fifteen missing assignments, we will request a phone call or meeting with you, your child, and our team of teachers to discuss our concerns and come up with a plan to meet the needs of your child.*

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.

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,

Spartan Team