**At A Glance for Parents and Students**

**Missing Assignment Support**

**5 missing assignments:**

1. You will receive an email from your child’s educational team with a Mandatory Study Hall Referral Form attached.
   1. This form is to be filled out by your child with all the missing assignments from each class listed in PowerSchool.
   2. Your child will be assigned to ten (10) days of Mandatory Study Hall during lunch and intramural time.

**10 missing assignments:**

1. You will receive an email from your child’s educational team with a Mandatory Study Hall Referral Form attached.
   1. This form is to be filled out by your child with all the missing assignments from each class listed in PowerSchool.
   2. Your child will be assigned to ten (10) days of Mandatory Study Hall during lunch and intramural time.
2. Your child will be issued a detention.
   1. Someone from your child’s educational team will be calling you to set up a date and time for your child’s detention.

**15 missing assignments:**

1. You will receive an email from your child’s educational team with a Mandatory Study Hall Referral Form attached.
   1. This form is to be filled out by your child with all the missing assignments from each class listed in PowerSchool.
2. Someone from your child’s educational team will be requesting 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 View Missing Assignments:**

To see the assignments your child is missing:

1. Go to PowerSchool
2. Click on the class percentage for each class
   1. This will then give you a list of all the assignments for the class.
   2. At the bottom of the page there is a key for the different flags.
      1. Missing is an orange circle with a white exclamation point
      2. Late is a red circle with the two clock arms.
   3. Teachers often add comments that can be found when viewing the list of assignments for individual classes.
      1. Comments can be found by clicking “view” to the far right of the listed assignments.
      2. 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.
   4. If using the app on a cellular device, you must click on the assignment to view any comments.
3. 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.