

# Grade Check-In and Triage

Student First and Last Name:

Subject and Class Period:

Current Class Grade:

## Missing Work

(#)	Missing Assignment	Points	Assignment Category & Priority order #	Completed Date, Points earned, Teacher Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Total =			

## Action Plan

- Why is this work missing? (Lost it, Forgot to turn it in, Forgot to finish it, No Name on it, Other?) Please explain in complete sentences.

### **What by When?**

- In which setting are you going to complete this missing work? (Study hall, Lunch Detention, Weekend Work, Other?)
- By when will you do this? (By end of Study Hall Wednesday, By Friday, Over the weekend and turn it in Monday, Other?)
- Where can you go for copies of assignments and additional resources? (Teachers website, in the classroom, textbook, Internet, Other?)
- How will you communicate this action to your parents? (Parents sign this form, e-mail, phone call, Other?)
- Identify strategies you can use to improve your grade & three ways that your teacher can help you with this.
- What will you do differently in the future to make sure this doesn't happen again? (Complete Sentences)

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***Student Signature & Date:***

***Parent Signature & Date:***