

If applicable, staple this form to the TOP of the original assignment.

REPAIR / RETAKE RECORD

Student Name: _____

Course Name: ENGL 112 ENGL 1HI2H Cr. Writing **Hour:** _____

Plan of Action (to be completed by the student):

- Select which type of assignment you wish to repair and then fill in the tutorial date(s) you will attend.
- Tutoring dates MUST be on Mr. K's designated tutoring days unless approved by Mr. K.

Exam Grade at least one tutoring date required	Essay / Project Grade at least one tutoring date required
Tutoring Date: _____	Tutoring Date: _____
Add. Date: _____	Add. Date: _____

I did not perform as well as I would have liked to on this assignment because I...

(check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> should have studied more | <input type="checkbox"/> should have completed my homework on time | <input type="checkbox"/> should have come to tutorials |
| <input type="checkbox"/> did not utilize my class time well | <input type="checkbox"/> did not follow assignment guidelines | <input type="checkbox"/> should have asked questions |
| <input type="checkbox"/> did not utilize after-school time well | <input type="checkbox"/> should have prepared better notes | <input type="checkbox"/> wasn't prepared for class |
| <input type="checkbox"/> other: _____ | | |

On this assignment, I did not understand (or wish to improve):

To be successful on future assignments, I will do the following things:

1. _____
2. _____
3. _____

REPAIR / RETAKE POLICY GUIDELINES

- Students may earn up to full credit on repair/retake assignments if all original and negotiated expectations are met.
- Students must have completed all practice assignments leading to the assessment task (class work + homework) in order to repair/retake the task, as evidenced by our Skyward Gradebook
- Students may repair/retake an assignment as many times as necessary, as long as all guidelines are met (see below).
- Repairs/retakes are for non-mastery of formal assessment tasks. Late assessment tasks are not eligible for repair/retakes (e.g., a formal essay turned in several days late is not eligible for a repair).
- Students will be permitted to repair/retake “90% items” on which he or she has failed to show mastery; however, the student must attend the necessary tutorial sessions in order to qualify for a repair/retake. The first is for re-teaching, and the second is for the actual repair/retake (unless an essay/project grade).
- All repair/retakes must be initiated within seven school days of the issued score (i.e., this sheet must be completed and submitted to Mr. K. The deadline to complete a repair/retake is at least two days before the end of the marking period.
- Every effort will be made to include the redo/retake grade in the progress report average; however, assignments redone near grade posting dates may not be reflected in the progress report average.

I understand my student will stay for tutoring on the date(s) listed above for a redo/retake opportunity. Tutoring sessions typically end at 4:00.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For Mr. Kawel's Use Only

Student came to tutoring on _____

Notes: