First Aid Kit

#						Miscellaneous

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LATE LOG • PERIOD

#	Assignment

#	Assignment

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LATE LOG • PERIOD 4

#	Assignment
10/24	MONDAY
11	~~p. 118 #1-20~~
13	~~p. 118 #1-20~~
19	p. 118 #1-20
20	~~p. 118 #1-20~~
10/25	TUESDAY
6	~~p. 119 #1-20~~
19	p. 119 #1-20
10/26	WEDNESDAY
5	~~Activity sheet 7~~
13	~~Activity sheet 7~~
15	~~Activity sheet 7~~
10/27	THURSDAY

Directions for Use

GETTING STARTED:

1. Identify your master copy with a non-photo blue pencil or a yellow hi-lighter. (Check your xerox machine for sensitivity first.)

2. Print five copies, three-hole punch and then fasten inside a two-pocket portfolio. File a copy in back pocket of portfolio for future xeroxing.

DOCUMENTING LATE ASSIGNMENTS:

1. Collect unfinished assignments.

2. Enter date in student number (#) column. (Write day in assignment column as a reminder.)

3. Write student number and assignment due.

4. Using a felt-tip pen, mark late assignments with a large L. (See suggestion #3 below.)

5. Return assignments to students so that they can finish them at home.

PROCESSING LATE ASSIGNMENTS:

1. Check with students next day.

2. If assignment has been completed, collect it and draw a line through it on the Late Log.

3. If assignment has not been completed, circle it in the Late Log and request that it be brought back the next day.

ADDITIONAL SUGGESTIONS:

1. See if you can get students (one per period) to be in charge of your Late Logs. They should be able to do it all.

2. Encourage students returning late assignments to bring them up for processing so that you don't need to ask for them.

3. A self-inking stamp (PAST DUE) might make for more dramatic marking of late assignments.

4. Place a copy of your class roster, complete with student numbers, in the back pocket of your Late Log portfolio as a reference tool.

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