

INCOMPLETE CONTRACT
Lincoln Southwest High School

STEP ONE:

Student Name	ID#	Grade	Date
Mr. Brady	Leadership Class	0	
Teacher's Name	Course Title	BLOCK #	

Reason for Requesting an Incomplete: Students in Leadership Class were given until _____ to complete their "Athletic/Activity Winter Sports Attendance Requirement". This student is not reenrolled in Leadership Class for next term, but they still were given the entire Winter sports season to fulfill the requirement.

Description of Requirements to Remove the Incomplete: Complete the "Athletic/Activity Winter Sports Attendance Requirement" (attend 6 athletic events and 1 activity) by _____ and turn in the completed assignment sheet.

Deadline Date for Completing Requirements for a Grade:

(Within 2 school weeks after the course ends)



If no grade report is submitted by the deadline, then a grade of "F" will be entered on the student's record. The Instructional Technician will communicate with the teacher prior to making this grade change on the record. After this, the class may be retaken for a passing grade

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

**A COPY OF THIS CONTRACT MUST BE SUBMITTED
WITH YOUR GRADE SCANNERS AT THE END OF THE TERM.**

STEP TWO: GRADE CHANGE

Please E-mail John Hastings and Kathy Herz the student's name and ID with the grade change.

_____ The work identified in this contract has successfully been completed. The grade will be changed
(Admin. Initials) accordingly.

_____ The work identified in this contract has not completed. The grade will be converted to an F.
(Admin. Initials)

FOR OFFICE USE ONLY!

GRADE CHANGE RECORDED _____ (Date)	INC. GRADE CHANGED TO _____ (Initials)
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