St. Thomas Aquinas Catholic Secondary School
& Missed Assignment Flowchart

Late/Missed Assignment

Assessment not submitted by Due Date

Or

Missed Test on Scheduled Date

When there is a VALID reason for Absence such as:

- personal illness/medical
- bereavement
- parent approved late/absence
- extra-curricular activity
- field trip
- family vacation

Assessment:

- STA Late Assessment contract submitted; teacher and student establish new deadline

Test:

- STA Late Assessment contract submitted; tests will be written in a timely manner at the teacher's discretion

When there is NO VALID reason for Absence:

Must Complete **STA Late Assessment Contract**; Set A New Date; Parental Contact/Signature

Assignment Completed!

Student hands in assessment with **STA Late Assessment Contract**. No mark deductions for lateness; learning skills impacted

Assessment not submitted by Revised Due Date

Missed Test on Scheduled Date

Final Assessment/Evaluation Piece

- Student referred to administration
- Student will attend study hall until work is completed or the ABSOLUTE deadline has occurred.
- A mark will be assigned based on the professional judgment of the teacher in consultation with Administration