



Aitkin High School
Independent School District #1
Aitkin Public Schools
 306 2nd St NW
 Aitkin, MN 56431
 (218) 927-2115

PAUL KARELIS, High School Principal
 JASON CLINE, K-12 Dean of Students
 ALEX WHITE, Activities Director

Agreement to Extend Deadline for Completion of Course Work

An "Incomplete" or the symbol of "I" can be assigned by an instructor to a student registered in his/her class if requested, and approved, by the building principal for the following reasons:

- The student has been involved in medical procedures that have hindered their ability to complete all assignments by the end of the quarter.
- If the student is on an IEP and has accommodations that allows extra time to complete the current course.
- There is an immediate death in the family and the student is traumatized by the event.
- The student has been seen for a mental health condition such as Depression, Anxiety Disorder and or some stressors related to PTSD.
- The student was prevented from completing all the required work in the course due to some extraordinary circumstances.

If the student fails to complete the necessary work by the agreed deadline, the instructor will assign a letter grade of an F. If no grade change has been made by the end of the following quarter of the incomplete class, it will automatically be changed to an F.

The instructor must submit this form, signed by the student and instructor, to the principal when an "I" has been recorded on the Infinite Campus grade reporting system. The instructor, student, and principal should retain a copy of the agreement. The instructor will communicate with the student, counselors, and administration when the student has completed the necessary work to receive a letter grade. Transcripts will be changed after the teacher submits the request and the building administrator approves the grade change.

Student Name: (PRINT) _____

Course/Section: _____ Semester/ Quarter _____

Reason for extending deadline for course completion:

Deadline for Completion: _____

Student Email: _____

Student Signature: _____

Date: _____

Instructor Name: (Print) _____

Instructor Signature: _____

Date: _____

Principal Signature: _____

Date: _____