

Diploma Programme DP Coursework

Late Task Reconciliation Form

"Multiple Miss"

Procedure:

1. DP coordinator completes box (A) and gives form to student.
2. Student completes box (B), then brings to teacher to determine amended submission/completion deadline. Student writes amended due date in box (C) and collects teacher signature.
3. Student signs form and brings form home for parent signature.
4. Student returns form to DP coordinator the day after receiving form.

(A) To be filled out by DP coordinator

Student Name

Date

Course

Missing/Late/Outstanding Tasks

(B) In the space below please explain why you have been unable to submit/complete required DP coursework by the due dates specified by the instructor.

(C) In the space below, please indicate when you will submit any late tasks for assessment (must be approved by teacher). List the outstanding assignments with amended due dates.

Teacher signature approving amended deadline: _____

The IB Diploma Programme is a rewarding academic pathway in great part because of the demands it places on students in the programme. Those demands were clearly articulated by the DP coordinator and acknowledged by the student prior to the student joining the Diploma Programme. If the student does not adhere to the required deadlines he/she will fall further behind and make their experience significantly less productive and valuable.