

1) Complete the form and identify which classes you are struggling in.

- Focus your energy on classes that accept late work, offer extra credit, or allow you to redo assignments.

2) If you are failing a class and the teacher allows late work:

- Contact them letting them know you are working on missing work and ask if there are certain assignments you should focus on to pass the class.
- Make sure you attend all Zooms and participate.
- Turn in all current assignments on time.

3) If you are failing a class and a teacher allows you to redo assignments or assessments

- Review any instructions, feedback, or resources they have shared.
- Contact them letting them know what steps you've taken and be specific and ask them for more help if needed.
- Make sure to attend all Zooms and participate.
- Turn in all current assignments on time.

4) If you are failing a class and the teacher does not allow Late Work or Retakes

- Make sure to attend all Zooms and participate.
- Turn in all current assignments on time.
- You can also attend office hours but make sure you are prepared for them with specific questions, don't just ask "how do I raise my grade?" Ask for help on specific assignments or content you are struggling with.

5) Focus on what you can control and where you can succeed.

| | Class + Teacher | Current Grade | # of Missing Assignments | Accept Late work? | Allow retakes? | Extra Credit? | Office Hours |
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