Recovery Policy Guideline Checklist

* A student will be eligible for recovery on an assessment if they score 79 or below on the assessment.
* Students will have 1 attempt at recovery.
* Students may earn up to an 89 as a replacement grade when completing recovery.
* Student must complete recovery process within 2 weeks of getting the grade and/or feedback on original assignment.
* The student must turn in all homework assignments from the chapter. If the student is missing any other assignments from the chapter, he/she must make up the missing assignments and submit prior to starting recovery opportunities.
* The test review for the chapter must be completed and submitted prior to starting recovery opportunities.
* The student must attend a help session(s) prior to starting their recovery opportunities.

**Help Session Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Recovery Test Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**COMPLETE ALL SECTIONS BELOW**

**Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period: \_\_\_\_\_\_\_\_ Test Chapter/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade on Test: \_\_\_\_\_\_\_**

**Requested Recovery Date: \_\_\_\_\_\_\_\_\_ Help Session Date: \_\_\_\_\_\_\_\_\_**

I understand I must comply with all of the requirements below in order to be eligible for recovery:

* Submit the test review, homework, and make-up work prior to taking the recovery test
* Attend help sessions with my teacher at these times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Have my parents read and sign this form acknowledging the need for me to do recovery
* Return this form completed & signed with 5 days of receiving the original test back.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will submit the test review, make-up work, and attend prescribed help sessions in order to be eligible to participate in recovery.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent Signature) Date