Due Date Extension Form

Today's Date_____

Original Due Date_____

1. What new due date are you requesting?

   _____

2. Describe in detail the work you have done on the assignment so far. Attach a copy of what you have completed if appropriate.

   _____

   _____

   _____

   _____

3. Why are you requesting additional time to complete the project or assignment?

   _____

   _____

4. How many times in the past have you filled out a due date extension form?

   _____

5. If the due date extension is not approved, how do you propose to address this problem?

   _____

   _____

   _____

Planning Form for Reading/Writing Project

1. What is the topic of your project?

   _____

2. Why did you choose this topic?

   _____

3. What do you hope to learn?

   _____

4. What challenges do you foresee in completing this project?

   _____

5. How will you address these challenges?

   _____

6. What will you read related to the topic?

   _____

7. What will you write that will reflect what you learned from your reading, such as a short story, research paper, essay, magazine article, or poetry?

   _____

8. What other types of resources do you plan to use, such as interviews, primary-based documents, movies, photographs, internet sources, music, art?

   _____

9. Describe the time line for your project:
   - When do you plan to have the reading completed?
   - When will you begin writing, or do you plan to write as you read?
   - When do you plan to meet with me for project conferences?

   _____
   _____