

**Mendez Fundamental Intermediate School Incomplete  
Assignment Card (trabajos incompletos)  
1<sup>st</sup> Semester**

Name \_\_\_\_\_

ID \_\_\_\_\_ Grade \_\_\_\_\_

| Date | ELA | SOC. STUD | MATH | SCI | ELECTIVE | PE | Assignment | Reason for not completing.<br>MUST write in reason | Parent<br>Signature | Staff<br>Initials |
|------|-----|-----------|------|-----|----------|----|------------|----------------------------------------------------|---------------------|-------------------|
|      |     |           |      |     |          |    |            |                                                    |                     |                   |
|      |     |           |      |     |          |    |            |                                                    |                     |                   |
|      |     |           |      |     |          |    |            |                                                    |                     |                   |

**GONZALO & FELICITAS MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL  
PARENT NOTIFICATION  
(Notificación para los padres)**

**STUDENT:** \_\_\_\_\_  
(Estudiante)

**ID#:** \_\_\_\_\_  
(Número estudiantil)

**DATE:** \_\_\_\_\_  
(Fecha)

**TEACHER:** \_\_\_\_\_  
(Maestro/a)

**SUBJECT:** \_\_\_\_\_  
(Materia)

**PERIOD:** \_\_\_\_\_  
(Período)

\_\_\_\_\_ Your student has not completed an assignment in this class. Please check your child's agenda and homework each night to ensure that all assignments are complete. (Su estudiante no cumplió una tarea en esta clase. Por favor, repase la agenda cada noche y verifique que toda la tarea este completa).

\_\_\_\_\_ Your student has been tardy to class. Mendez students are required to be in their seats when the bell rings. Please help your student arrive on time to school and to class. (Su estudiante llega tarde a clase. Es un requisito que el estudiante este en su asiento cuando suene la campana. Por favor, ayude a su estudiante llegar a tiempo a la escuela y a clase).

\_\_\_\_\_ Other (Otra razón) \_\_\_\_\_

**NOTE: STUDENT MUST RETURN THIS PARENT NOTIFICATION TO THE TEACHER ON THE FOLLOWING DAY!** (Nota: El estudiante necesita regresar esta notificación al maestro/a el próximo día).

\_\_\_\_\_ **WARNING (Advertencia)**  
Date (Fecha) \_\_\_\_\_

\_\_\_\_\_ **TEACHER PHONE CALL**  
Date (Fecha) \_\_\_\_\_ (Llamada a padre del maestro/a)

\_\_\_\_\_ **OTHER**  
(Otra razón)

\_\_\_\_\_ **15 MIN. TEACHER DETENTION**  
Date (Fecha) \_\_\_\_\_ (15 minutos de detención con maestro/a)

\_\_\_\_\_ **30 MIN. TEACHER DETENTION**  
Date (Fecha) \_\_\_\_\_ (30 minutos de detención con maestro/a)

**PARENT SIGNATURE:** \_\_\_\_\_  
(Firma del padre)

**STUDENT SIGNATURE:** \_\_\_\_\_  
(Firma del estudiante)

Parent/Teacher Communication: Date \_\_\_\_\_ Time: \_\_\_\_\_ NOTES: \_\_\_\_\_

| State the reason why you did NOT complete your assignment |                         |  |  |                       |  |  |  |  |
|-----------------------------------------------------------|-------------------------|--|--|-----------------------|--|--|--|--|
| Lost the assignment                                       | Left it at home         |  |  | Had too much other HW |  |  |  |  |
| Was too tired                                             | Was ill/sick            |  |  | Family emergency      |  |  |  |  |
| Did not understand it                                     | Did not write in agenda |  |  | Did not check agenda  |  |  |  |  |
| Did not have materials                                    | No computer/internet    |  |  | Did not want to do it |  |  |  |  |