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Missing Assignment Tracking Reference Sheet

The Missing Assignment Tracking intervention introduces a structure for tracking assignments that your child has missed or has not turned in by the due date. Maintaining a tracking system for schoolwork will provide a framework for establishing time and material management skills. Improving tracking of assignments can impact academic engagement, grades, feelings of success, and improve interactions with teachers and parents, including self-advocacy. The goal of this intervention is to track and organize overdue assignments for which your child can still earn credit.

Materials

Missing Assignment Tracking form

- 1. Set up materials.** Missing assignments should be tracked on at least a weekly basis. For children with frequent absences, it may be helpful to track assignments daily. You may choose to staple the Missing Assignment Tracking form to a folder so your child can note the assignment and place related worksheets inside the folder for easy access.
- 2. Discuss missing assignments with your child.** Discuss your child about his or her classwork or homework (where and when they do homework) behaviors and why assignments are not being completed on a regular basis. Help your child trouble shoot barriers to work completion and submission (e.g., identify a time and place to complete homework).
- 3. Introduce the Missing Assignment Tracking form.** Let your child know that he/she will be monitoring missing assignments each week. The form will list the missing assignments and the last day assignments will be accepted for credit. Negotiate a realistic goal for completion of current missing assignments and determine support systems for that to be accomplished (e.g., tutoring, homework club, meetings with a teacher). Discuss possible incentives for completion of work. Be clear on consequences for not turning in missing work (e.g., all work not turned in one week prior to the end of the marking period will earn a zero).



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- 4. Monitor progress.** Each time your child turns in missing work, have him/her note the date the missing work was turned in. If your child turns in work after the last date accepted or has not turned in the work by the last date accepted, then have him/her write “Too Late” in the Turned In column.
- 5. Fading the intervention.** To demonstrate proficiency, a target goal should be established, such no missing assignments for approximately six consecutive weeks. After the goal has been met, you can monitor completion of the form less often.

Helpful Tips
<ul style="list-style-type: none">• When troubleshooting barriers to work completion, determine if a routine could be established to help your child turn in assignments more regularly (e.g., develop routines, ask your child’s teacher whether he/she is eligible for accommodations). Also, determine if your child is avoiding work completion because the work is too easy or too hard; both situations may cause children to avoid doing assigned work.
<ul style="list-style-type: none">• Ask your child’s teacher to consider a modification of the “Too Late” assignment policy: sometimes a teacher will provide partial credit for work turned in after the due date to acknowledge the student’s efforts to complete the work.
<ul style="list-style-type: none">• Communicate with your child’s homeroom or study hall teachers to assure available time to regularly complete homework is used wisely.
<ul style="list-style-type: none">• Incorporate choice when facilitating missing work completion. Although all the missing work will eventually need to be completed, let your child decide what they wish to work on first to increase motivation.
<ul style="list-style-type: none">• Worksheets of repetitive problems may appear overwhelming to children who already have a lot of missing work. Chunking the assignment into smaller tasks or allowing your child to complete half of the assignment at a time is helpful.