

INTERMEDIATE UNIT 1
Request for Late Completion

Intermediate Unit 1 One Intermediate Unit Drive Coal Center PA 15423 724-938-3241 Fax 724-938-8722

Instructions:

Complete form and submit to instructor by end of the course or workshop. There is a \$25.00 processing fee. Payment should be made payable to IU 1 General Fund and must accompany this form. Submit completed form with payment to the IU 1, attn: Lil Mickens.

Today's Date: _____

Student: _____

PDE Professional Personal ID: _____
(Retrieve from PDE Website – <http://www.pde.state.pa.us/> - forms without PDE ID# cannot be processed)

Instructor: _____

Course or Workshop: _____

Date(s): _____

Reason for Late Completion:

(Check all that apply)

- Did not register
- Did not submit performance assessment
- Late payment (\$25.00 processing fee + the full fee)
- Did not complete assignments or work

Please describe action plan to complete remaining assignments or work. Please include scope of work to complete and last date to submit for acceptance. No work will be accepted after the last date to submit, and course or workshop will remain as incomplete. (NOTE: Last date is usually 2 weeks after last session. This may not be extended without prior approval from Director of IU 1 Instructional Support Services.

Last Date to accept work: _____

Action plan: _____

Student: _____

(by signing, you accept the terms and conditions, and understand that failure to comply will result in not receiving credit and or Act 48 hours for this course or workshop.)

Instructor Approval: _____

IU 1 Acceptance: _____

Director of Instructional Support Services
(Not valid without IU 1 acceptance)

Received Date _____ Completed Date _____