

Berlin Central School District
Berlin Middle School/High School
P.O. Box 259 - Berlin, NY 12022
518-658-2515 ---518-658-2535 (fax)

Incomplete Grade Form

Student's Name _____ Date _____

Teacher's Name _____ Course _____

Reason for receiving an incomplete _____

Describe what the student needs to do to complete outstanding work _____

Detail the timeline and specific implications that the outstanding work will have on student's grade:

Teacher's Signature _____ Date: _____

Principal's Signature _____ Date: _____