

REMEMBER: Semester Grades are official and final. Make sure your grades reflect your best efforts!

How to Approach Your Teacher Regarding Your Assignments

Teachers want to help you, but timing and approach is important!

1. **Choose an appropriate time to approach your teacher.** Times include: Before or after school, during breaks, after class. Do not ask teachers about missing/make-up work right before the class bell rings or during class. They won't have time to effectively help you address your concerns.
2. **Have specific questions prepared.** Teachers will better be able to help you if you know what to ask. Check your Schoology portal ahead of time and be able to specify the title of the assignment you have questions about. Example questions:
 - May I turn in my Election Article Annotations Assignment by Friday?
 - I thought I turned in my Chapter 6 Questions, but Schoology says I have a zero. Can I check the "No Name" papers? Will you help me look for it?
 - Can you please help me understand why I received a 50% on my *Romeo and Juliet* Reflection?
 - Can I please pick up the Passage Analysis Assignment I missed when I was absent on Wednesday?

Non-specific questions that won't help you:

- Can I get all my zeros?
 - Why do I have a zero?
 - Did I miss anything when I was absent?
 - How can I bring up my grade?
3. **Email your teachers to schedule an appointment to speak with them.** Use appropriate email etiquette, as if you were writing a formal letter. Example email:

Dear Mr./Ms. _____,

I was checking my Schoology portal, and I saw that I had a zero for the Cellular Respiration Lab. I have some questions. What would be a good time tomorrow to come see you and talk about this missing assignment?

Thank you for your time.

Type your first and last name and your class period
 4. **Thank them.** People are more willing to help you if you show your appreciation for that help.