

# Educating Men for Others



June 5, 2026

Dear Parents/Guardians,

Please be advised that your son is incomplete (INC) in one or more courses. It is his responsibility to contact the applicable teacher(s) to identify outstanding work and submit the work to his teacher(s) no later than **12:00 p.m. on Friday, June 19<sup>th</sup>**; the final deadline for clearing incomplete work.

It is recommended that your son arrange to be at school during the exam period to complete his outstanding work when he is not scheduled to write his exams. It is your son's responsibility to contact his teacher(s) and counsellor if he needs guidance in completing unfinished coursework.

A student marked incomplete in a course, must still write the exam as per the exam schedule. He must clear the incomplete and attain a passing final mark to obtain course credit.

Submitted work must meet a passing standard to clear the incomplete. Sub-standard work, submissions after the final deadline, or a final course mark below 50% will result in a failure in the applicable course(s).

Please contact your son's...

- teacher(s) with questions about outstanding coursework.
- counsellor should you or your son require support; or
- me if you have any questions about this letter or St. Paul's High School's academic procedures and policies (appended to this letter).

I hope your son will take seriously this opportunity to complete and submit any outstanding work and do his best to achieve academic success.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Sterner".

Kevin Sterner  
Principal