Proper Header Information For Hand-in Assignments

Western Technical-Commercial School

It is important to identify yourself and information on work, when handing in, to prevent work from being lost and identify details of the current paper. Below is an example of what a header should include and look like.

(*If required*) **1.** *Days late:* **2 days late,**   **2.** *Page#:* **P 8**

← 3. *Staple location and placement*   **4.** *Assignment Date:* **Sept. 7, 1999**

IT, S#2 **5.** *Course & Section #*   **6.** *Due-Date:* **Due Sept. 9, 1999**

7. *Reference:* **Notes**   **8.** *Title/Topic:* **Policy and Procedures**   **9.** *Name:* **First L.**

Note: marks may be taken off for missing components in assignment!

Explanation:

➢ **Underlined text represents your information actually written down in header**

➢ *Italics is the title description/explanation of the information written in your header*

1. Days Late:	*If handed in late add number of school days late*
2. Page #:	*Current page number of notes with respect to your Table of Contents*
3. Staple:	*For multiple pages staple in order for maximum viewing*
4. Assignment date:	***The date the "Reference" was assigned*
5. Course & section #:	*Short form of your course title and class section*
6. Due date:	*Record due date if different then Assignment date*
7. Reference:	*A detailed description of the source; notes, review, questions, quiz, etc.*
8. Title/Topic:	*** Topic or title of paper*
9. Name:	*** Your first name and last initial*

** Ensure minimum on header is done to support your hand-in documents and not loose marks on assignments

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