

ASSESSMENT EXTENSION REQUEST

Please read these instructions

- This form must be completed and presented to both your subject teacher and relevant Curriculum Leader **THE WEEK BEFORE THE DUE DATE** of the assignment **TOGETHER WITH EVIDENCE OF WORK** completed so far
- Your parent's / carer's signature must be obtained after the student section has been completed.
- Please attach supporting documents (e.g. medical certificate, parent's note) to this form.
- Submit form and all relevant documentation as early as possible to the teacher/ Curriculum Leader.
- This completed form is to be attached to your assignment when the extension has been approved to avoid consequences of late submission of work.

TO BE COMPLETED BY STUDENT

Task Number / Task Title:

Today's Date: Original Due Date of Assignment:

Student's Name: Subject: Year Level:

Task Description:

Extension is requested until:.....
(Proposed date only – see Curriculum Leader section for final decision on new submission date)

Reason for Requesting Extension:

..... Student's Signature:.....

TO BE COMPLETED BY PARENT OR CARER

Parent / Carer contact details (print name and provide daytime contact numbers please)

Name:Phone number(s).....

Signature of parent / carer

TO BE COMPLETED BY SUBJECT TEACHER

Evidence of work so far prepared: YES NO

Teacher Name:

Comments:.....

Signed: Date:

TO BE COMPLETED BY CURRICULUM LEADER

Extension Granted: YES (AGREED DUE DATE :) NO

Comments:

Signed: Date:

TO BE COMPLETED BY ASSISTANT PRINCIPAL JUNIOR OR SENIOR

Final Approval Signature:..... Date:

Class teacher and Curriculum has been notified: by email