

SPECIAL CONSIDERATION REQUEST-ASSIGNMENT



Please read these instructions

This form must be completed and presented to the Assistant Principal Junior School or Senior School **AS SOON AS POSSIBLE AFTER THE DUE DATE** with the completed assignment or evidence of work attached.

- ▶ 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 Assistant Principal.
- ▶ The relevant Assistant Principal will notify you in person or via email regarding your request.
- ▶ They will also notify the Curriculum Leader and classroom teacher regarding the decision.

TO BE COMPLETED BY STUDENT

Task Number / Task Title:Teacher Name.....

Today's Date: Original Due Date of Assignment:

Student's Name: Subject: Year Level:

Task Description:

Reason for Requesting Special Consideration:.....

Student's Signature.....

TO BE COMPLETED BY PARENT OR CARER

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

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

Signature of parent / carer

Parent Comment:.....

TO BE COMPLETED BY ASSISTANT PRINCIPAL JUNIOR OR SENIOR

Special Consideration Request Granted: YES NO

Comments:.....

.....

.....

Signature:..... Date:

Student has been notified of decision: By email In person

Class teacher and Curriculum Leader has been notified: By email photocopy of this form