



**REQUEST for an EXTENSION to the DUE DATE for an ASSESSMENT ITEM**

(refer to Assignment Policy in Student Diary)

The Student portion of this form may be completed online and then printed for handing in. Simply TAB from point to point.

**Section A: STUDENT REQUEST**

This part is to be:

- Completed by the student
- Signed by a parent/caregiver
- Handed to the teacher **prior** to the Due Date for discussion

STUDENT: [Click here to enter text.](#) YEAR: - HOMEROOM: Choose an item.

SUBJECT: \_\_\_\_\_ TEACHER: \_\_\_\_\_

ASSESSMENT TASK: \_\_\_\_\_

DUE DATE: \_\_\_\_\_ PROPOSED EXTENSION DATE: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

MEDICAL CERTIFICATE ATTACHED? Choose an item.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Section B: TEACHER RESPONSE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MEDICAL CERTIFICATE REQUIRED? Yes / No

EXTENSION APPROVED Yes / No

EXTENSION DATE: \_\_\_\_\_

TEACHER'S SIGNATURE: \_\_\_\_\_

**Office use only:**

- Copy to:
- Student file
  - Teacher
  - Academic coordinator