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