



Assignment Extension Request (Senior)



Please return this form to the Dean of T & L when completed, at least 48 hours before the assessment is due.

1. Attach your Medical Certificate.
2. Complete the Student section.
3. Ask parents to complete the Parent section.
4. Ask the teacher to complete the Teacher section (you must show the teacher evidence of work already started – e.g. draft of the work).
5. Hand to the Dean of Teaching and Learning for approval.

Attach Medical Certificate

Student to Complete
Name: _____ Subject: _____
Teacher: _____ Date Assignment Due: ___ / ___ / ___
Parent to Complete (if necessary)
I believe that my son/daughter has appropriate grounds for requesting an extension on this piece of work.
Reason for Extension: _____

Signature of Parent: _____ Date: ___ / ___ / ___
Signature of Student: _____ Date: ___ / ___ / ___
Teacher to Complete
<input type="checkbox"/> Extension Not Recommended <input type="checkbox"/> Extension Recommended - New Due date: ___ / ___ / ___
Teacher comments: _____

Signature: _____ Date: ___ / ___ / ___
Dean of Teaching and Learning to Complete
<input type="checkbox"/> Extension has been granted
_____ Date: ___ / ___ / ___

Upon approval, copy to, class teacher and original to Dean of Teaching & Learning.