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.

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**Student to Complete**

Name: ______________________________________   Subject: __________________________________

Teacher: _______________________________ Date Assignment Due: ___ / ___ / ___

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**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: ___ / ___ / ___

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**Teacher to Complete**

☐ Extension Not Recommended  ☐ Extension Recommended - New Due date: ___ / ___ / ___

Teacher comments:

______________________________________________________________________________

______________________________________________________________________________

Signature: ___________________________ Date: ___ / ___ / ___

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Dean of Teaching and Learning to Complete

☐ Extension has been granted

______________________________________________________________________________ Date: ___ / ___ / ___

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