

Application for Extension

Fill in the top section, attach appropriate letters or certificates and hand to your subject teacher. They will inform you of the decision made, and file this with your work.

Name:	
Form class:	
Date of application:	
Subject & name of teacher:	
Standard number and title:	
Type of assessment (practical, assignment, test, etc)	
Date of assessment or due date:	
Reason for missing assessment: (Delete as appropriate)	<p>Illness (medical certificate may be required: letter from home attached)</p> <p>Family / personal trauma / exceptional circumstances: documentation must be attached (eg letter from parents, counsellor, or from form teacher / dean)</p> <p>Multiple assessments due around the same time</p> <p>Sporting / cultural activity: (signature of the teacher in charge is required).</p>
Decision by HOD / Principal's nominee:	<p>Extension granted. New due date is:</p> <p>New assessment date granted. New date is:</p> <p>Application denied. Reason:</p>

The reason for this decision has been explained to me and I accept the decision.

Student signature

Date

Staff member signature

Date: