



APPLICATION FOR ASSIGNMENT EXTENSION

Name of Student: _____

Year/Class: _____

Parent's Signature: _____

Date: _____

INSTRUCTIONS

Section A	Completed by student
Section B	Completed by subject teacher
Section C	Completed by Head of Teaching and Learning
<i>Extension form and documentation must be attached to assignment upon submission.</i>	

SECTION A

Subject:	
Teacher:	
Assignment Topic:	
Assignment Length:	
Due Date:	
Proposed Extended Due Date:	
Reason:	
Attached Documentation:	

SECTION B

Subject Teacher's Comments:	
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SECTION C

Approval:	Granted / Not Granted
Comment:	

Head of Teaching and Learning: _____

Date: _____

Please note: You will be notified of the outcome via your school email account. Until approval is received, you must continue working towards the original due date. Incomplete forms will not be processed.

For Office Use Only

- Sections A, B and C complete
- Approval of Head of Teaching and Learning
- Class teacher notified
- Student notified
- Documentation copied