



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 Secondary |
| <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: | |
|------------------------------------|--|

SECTION C

| | |
|------------------|-----------------------|
| Approval: | Granted / Not Granted |
| Comment: | |

Head of Secondary: _____

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 Secondary
- Class teacher notified
- Student notified
- Documentation copied