

## APPLICATION FOR EXTENSION OF ASSESSMENT ITEM DUE DATE Year 7 – 9

**Complete this form when:** (circle one)

- a. Applying for an extension    b. submitting a 'hand in' task after the due date    c. absent on the day of the task

**This application must:**

- **For an extension** – be completed as early as possible before the due date.
- **In case of illness** – be completed within five school days or your return to class.
- **For consideration of a late submission** – to be completed within five days of the due date.
- Have appropriate **supporting documentation attached** before submission
- **When completed** – submit the application to the relevant Head of Department (HOD) for determination.

**NOTE:** A failure to submit this form within five school days will render an excuse invalid – except in extraordinary circumstances (documented).

*Unapproved leave, family holidays, cultural events, birthdays, multiday weddings, try outs, misreading requirements, ICT issues, part time work, missing the bus, airport drop offs, visits by relatives etc. are not valid excuses and will not be considered.*

<b>NAME:</b>	<b>CLASS:</b>
<b>Subject:</b>	<b>Teacher:</b>
<b>Assessment Due Date:</b>	<b>Time allowed for completion:</b>
<b>Assessment Item/Topic:</b>	<b>In-class time provided: YES / NO</b>
<b>Reason extension needed:</b>	
<b>Medical Certificate:</b>	<b>YES / NO</b> Letter from Guardian: <b>YES / NO</b>
<b>Describe the work you have already completed:</b> <i>(Evidence to be shown to Teacher)</i>	
<b>Student signature:</b>	<b>Parent / Caregiver signature:</b>
<b>Teacher Comment:</b>	
<b>Teacher Signature:</b>	<b>Date:</b>
<b>HOD Comment and Recommendation:</b>	
<b>HOD Signature:</b>	<b>Date:</b>
<b>New Assessment Submission Date:</b>	<b>Date:</b>
<b>Entered in OneSchool:</b> <input type="checkbox"/>	

This form must be attached to the front of your assessment which must be lodged by the negotiated due date. If a student wishes to appeal the decision of the Deputy Principal, then this appeal must be lodged in writing to the appropriate Principal within 24 hours of receipt of this decision.