



SJLC REQUEST FOR ASSESSMENT EXTENSION FORM

All students requesting an extension to the due date for an assessment must complete this form. The submission of the form does not automatically approve an extension.

Process

Complete the form below and provide this original copy to your teacher **at least 72 hours prior** to assessment due date. Extension will be granted in exceptional circumstances only and must be supported by appropriate evidence. Circumstances will be evaluated on their own merit. In the case where illness is the reason for your request, an original medical certificate may be attached to support your application.

Upon review of your application, you will be notified of approval / non-approval of your application by the relevant Coordinator. If the extension is approved you will be advised on the new assessment due date by your classroom teacher. If not approved, you are required to submit the assessment as per the scheduled due date. **Please attach the returned form to your final assessment submission.**

Student Surname:	Student First Name:
Classroom Teacher Name:	
Class/Subject:	Year Level:
Original Due Date:	Assessment Type:
Reason for Extension:	
Student Signature:	Date:

Office Use Only:	
Classroom Teacher Comments:	
<input type="checkbox"/> Approved	Extension grated until: / /2018
<input type="checkbox"/> Not Approved	
Classroom Teacher Sign:	Date:
Coordinator Sign:	Student Notified: Y / N

NB: Copy of this Notice must be retained by student and attached to assessment and copy stored on Student File and Record.