



St Philomena School

Request for an Extension to Assessment Due Date

Use this form when requesting an extension to an assessment task. Submit this form to your class teacher and then to the Head of Secondary School.

The completed form **MUST** be attached to the front of the assessment task when submitted. Assessment items that are submitted past the due date without a completed request for extension form cannot be accepted. Students who submit a Request for Extension form should not assume that an extension will be automatically granted. All requests for extensions should be made 24 hours prior to the due date unless extenuating circumstances exist on or just before the due date (documentary evidence must be attached).

Staple additional information to this form. (Medical Certificate, note from parents, etc)

This form must be signed by all relevant parties **before** the original due date.

Student Name:

Date of Application:

Subject:

Type of assessment:

Due date of assessment:

Reason for Requesting Extension: (Please select)

Illness

Family Circumstances

School Event

Other

Explanation of reason for requesting an extension:

Subject Teacher Comment/s:

New Due Date:

Signature of Student:

Date:

Signature of Parent:

Date:

OFFICE USE ONLY

Class Teacher: Granted Yes No Signature: _____ Date: _____

Extension granted until: ____/____/____ (Extra ____ days)

Head of Secondary School: Granted Yes No Signature: _____

Date: _____