

Request for Extension

St John's Lutheran School

Requests for extension must be made before the end of the day prior to the due date. Successful applications will be returned to the student and must be stapled to the front of the assessment task when submitted or it will be deemed late. Please note that computer, iPad or printer malfunctions will seldom be approved as an appropriate reason for extension. In cases where extensions are sought repeatedly, the Deputy Principal may be notified and become involved in decisions.

Section 1: To be completed by student

Student name: _____ Date: _____

Subject: _____ Teacher: _____

Year level: _____ Class: _____

Reason for extension: _____

Confidential: Yes No Medical certificate supplied: Yes No

Student signature _____

Parent name: _____ Parent signature _____

Section 2: To be completed by teacher

Comments (time allowed, work ethic evident, evidence of draft work, etc.):

Original due date: _____ Extension approved: Yes No

Revised due date: _____

Teacher signature: _____ Date: _____

Section 3: To be completed by the Deputy Principal, if necessary.

Comment: _____

Deputy Principal signature: _____ Date: _____