

# Guidelines for Applying for an Extension

## Senior School Guidelines for Applying for an Extension

1. All extensions must be applied for at least one (1) week before the due date (except under exceptional circumstances).
2. Extensions can only be granted by the HOD.
3. The student must complete an Extension Application form, available from your subject teacher and/or HOD.
4. Return the completed form with supporting evidence to the HOD for approval.
5. The subject teacher/HOD will inform the student of the outcome
6. Attach the tear off slip to your task when it is submitted.

Name:	Year:
Subject:	Teacher:
Task:	Application Date:
Due Date:	Extension Date:

Reason for extension:

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Teacher/HOD advice:

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Note from Parent/Carer  Y  N

Medical Certificate  Y  N

HOD Approval  Y  N

HOD signature: \_\_\_\_\_

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### Application for Extension

Name:	Year:
Subject:	Teacher:
Task:	Application Date:
Due Date:	Extension Date:
Approved: <input type="checkbox"/> Y <input type="checkbox"/> N	HOD signature:

Please attach tear-off session to your task sheet when submitting your assignment