Stage 5 Extension Form

Students are to use this form when they will be unable to submit an assessment task by the due date and have legitimate reasons to support their late submission.

1. Students must submit this signed form to the relevant teacher no later than 48 hours before the due date for approval.
2. If approval is granted, the student must acknowledge the revised due date and note it in their records.
3. The teacher will record the revised date on Edumate.
4. Students will be expected to complete/submit their task by recess on the revised date.
5. If the revised date is missed the standard consequences will apply for a late task, ie N-Determination warning

For a detailed overview please consult the ‘Assessment Guideline section’ in the student Assessment Handbook.

**Student Section** (Please fill out all details)

Student Name: ____________________________

Teacher: ____________________________

Today's Date: ____________________________

Task Name: ____________________________

Original due date: ____________________________

Reason for non-submission:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This is a true and valid account:

________________________________________________________________________

Student signature

Date

Parent/Guardian signature

Date

**Teacher Section** (Complete all details and enter this on Edumate as a note then forward form to Stage Coordinator)

Approved □  Declined □

Revised due date:

________________________________________________________________________

Teacher signature

Date

Stage Coordinator signature

Date

**Student Receipt**

Student Name: ____________________________

Teacher: ____________________________

Task: ____________________________

Revised due date:

________________________________________________________________________

Stage Coordinator signature: ____________________________

Date: ____________________________