Stage 6
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 for approval at least 48 hours before the due date.
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 9:00am 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: ____________________________

Task Name: ____________________________  Original due date: ____________________________

Reason for requested extension: __________________________________________________________

____________________________________________________________________________________

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 Director of Learning Innovation)

Approved ☐  Declined ☐  Revised due date: ____________________________

____________________________________________________________________________________

Teacher signature  Date

______________________________

Director of Learning Innovation signature  Date

**Student Receipt**

Student Name: ____________________________  Teacher: ____________________________

Task: ____________________________  Revised due date: ____________________________