



SJLC REQUEST FOR ASSESSMENT EXTENSION FORM

All students requesting an extension to the due date for an assessment must complete this form **at least 72 hours prior** to the due date. The submission of the form does not automatically approve an extension. **Please attach the returned form to your final assessment submission.**

Student Surname:	Student First Name:
Classroom Teacher Name:	
Class/Subject:	Year Level:
Original Due Date:	Assessment Type:
Reason for Extension:	
Student Signature:	Date:

Teacher Approval		
Is the Extension Supported by the classroom teacher? YES/NO		
Classroom Teacher Comments:		
New Due Date:		
Classroom Teacher Sign:		Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Student Notified: Y / N
Senior Studies Coordinator Sign:		Date:

NB: Copy of this Notice must be retained by student and attached to assessment and copy stored on Student File and Record.