



REQUEST FOR ASSESSMENT EXTENSION / EXEMPTION



The student is to complete all details and submit to their subject teacher with specific evidence attached.

Student:	Year:	Form:
Teacher:	Subject:	Date Submitted:

TEACHER USE ONLY:	HEAD OF DEPARTMENT:
Parent letter (attached) YES / NO Medical certificate (attached) YES / NO Admin approval (details attached) YES / NO Grounds for request (please tick): <ul style="list-style-type: none"> <input type="radio"/> Illness on due date <input type="radio"/> Extended absence due to illness <input type="radio"/> Absent on due date due to extenuating family circumstances <input type="radio"/> Extended absence due to extenuating family circumstances <input type="radio"/> Absent on due date due to school commitments (state particulars) <input type="radio"/> Extended absence due to school commitments (state particulars) 	<p>EXTENSION APPROVED: (Reason supported by acceptable evidence)</p> <p style="text-align: right;">YES / NO</p> <p>New Due Date: / /</p> <p>EXEMPTION GRANTED: (Reason supported by acceptable evidence)</p> <p style="text-align: right;">YES / NO</p> <p>..... <i>Head of Department's signature</i></p> <p>..... <i>Date</i></p>
Teacher's Signature:	

WHERE EXTENSION IS NOT GRANTED:

Head of Department Comments:
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Principal's Comments:
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Principal's Signature **Date**