

THE REQUEST IS NOT GRANTED UNTIL APPROVED BY THE HEAD OF DEPARTMENT VIA EMAIL.

SECTION 1 - To be completed by the student and given, in hard copy or email, to the class teacher.

STUDENT NAME		YEAR		FORM	
STUDENT SCHOOL EMAIL ADDRESS	@eq.edu.au				
SUBJECT CODE (from timetable)		TEACHER			
ASSESSMENT NAME					
ASSESSMENT TYPE	(select one)	EXAM	ASSIGNMENT/PRESENTATION		
DUE DATE		DATE EXTENSION REQUESTED UNTIL			
DATE OF APPLICATION FOR EXTENSION					
REASON FOR EXTENSION REQUEST e.g. illness, injury, bereavement					
SUPPORTING DOCUMENTATION ATTACHED	<i>(tick all that apply and attach documentation)</i> Medical Certificate Written notification e.g. bereavement				
PARENT/CARER NAME					
MOBILE NUMBER		EMAIL ADDRESS			

SECTION 2 (To be completed by the student's teacher and forwarded to the HOD.)

EXTENSION RECOMMENDED	(check one)	YES	NO	
DRAFT COMPLETED	(check one)	YES	NO	N/A
COMMENTS				
TEACHER'S SIGNATURE		DATE		

SECTION 3 (To be completed by the HOD and then scanned and uploaded with supporting documentation to Contact section of student's OneSchool.)

EXTENSION GRANTED?	(check one)	YES	NO	
RESOLUTION (complete all that apply)	Hand in assignment/presentation – due on _____ Complete exam – due on _____ Adjustment required (detail) _____ Other (detail) _____			
EMAIL SENT TO STUDENT, PARENT/S AND TEACHER ON				
COMMENTS				
HEAD OF DEPARTMENT NAME				
HOD'S SIGNATURE		DATE		