



BURPENGARY STATE SECONDARY COLLEGE

Assignment Extension Request

Form must be submitted at least 48 hours prior to assessment due date

Student completes details and reasons for request

Student name		Year level		Subject	
Assignment					
Distribution date		Current due date			
Student has requested an extension for the following reasons: PLEASE ATTACH RELEVANT DOCUMENTATION TO SUPPORT EXTENSION REQUEST					
<input type="checkbox"/> Medical	<input type="checkbox"/> Family	Details:			
<input type="checkbox"/> Personal	<input type="checkbox"/> Other				

Classroom teacher completes this section

Subject teacher			
Please add any details you feel are pertinent to the extension request:			
Application supported	Yes/No	Proposed new submission date	
Signed			

Head of department completes this section and returns to classroom teacher

Head of Department			
Please add any details you feel are pertinent to the extension request:			
Extension granted	Ex	New submission date	
Signed			

Head of department is to record extension in the Personalised Learning Tab in students One School profile

Classroom teacher communicates outcome to student parent