



## Application for Extension - Year 7 - 10

Empowering Learners. Empowering Futures.

### Step One - Student to complete

I have contacted the appropriate Head of Department PRIOR to the due date to discuss the relevant circumstance.

### Step Two - Student to complete

Name: \_\_\_\_\_ Date request submitted: \_\_\_\_\_

Form: \_\_\_\_\_ Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_ Due date of assessment: \_\_\_\_\_

Assessment type: \_\_\_\_\_

Reason for extension: \_\_\_\_\_

Documentary evidence attached: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

### Step Three - Teacher to complete

Work effort during set preparation time: \_\_\_\_\_

General Comment: \_\_\_\_\_

Number of lessons missed: \_\_\_\_\_ Teacher: \_\_\_\_\_ Teacher's Signature: \_\_\_\_\_

### Step Four - Head of Department to complete

This application for extension is: \_\_\_\_\_ Date now due: \_\_\_\_\_

Comment: \_\_\_\_\_

Head of department: \_\_\_\_\_ HoD's Signature: \_\_\_\_\_

Entered on OneSchool as contact and referred teacher.

NOTE: This completed form and documentary evidence must be submitted with the final piece of assessment.