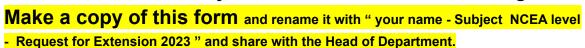
Request for extension 2023

This form is used when you want an extension for an assignment





This form must be shared and <u>emailed</u> to the Head of Department, <u>at least 2 school days before</u> the assessment is due. The request for an extension must be for a valid reason.

Student to complete Section A. Share and email this form to the Head of Department.

Section A: (student t		a cinali tino ioi	in to the rieda or i	Separament .		
Name:		Atawhai:	ι	Date:		
Subject:		Level:	1	Teacher:		
NZQA Achievement	Standard Number:					
Name of Achieveme	nt standard:					
Final Due date:			Date assessmer was given out	nt		
Reason for extensio request:	n					
Section B: (HOD makes a copy of the form, before completing B, then sharing with the Dean)						
Date Form received from student:			Time form received from student:			
HOD comment:	Reason for extensi	on Acceptable	/ Not Acceptable	(Delete the appropriate one)		
Arrangements that can be made if reason is valid						
HOD signature:			Date:			
Section C: (Dean to c	complete C and then	notify RF via e	email)			
Parent/guardian	Attach email					

Medical evidence: (check KAMAR)	Yes/ No		
Dean comment:	Reason for Extension Acceptable / Not Acceptable		
Reason:			
Dean signature:		Date:	

Section D: (Principal's Nominee to complete)

Extension result:	Extension Granted / Declined (Delete the appropriate word)			
Arrangements made if extension granted:				
PN signature		Date:		

The Principal's Nominee (RF) will share and email this form to the student, HOD and appropriate Dean to indicate the result of the extension request.