



## Assignment Extension Form

Students are expected to complete all of the information in this form prior to receiving an extension for their assignment. This form is to be attached to the front of your assignment when it is submitted including the parent acknowledgement on the bottom.

### To be completed by student on application

Student Name _____	Date _____
Subject _____	Teacher _____
Assignment Title _____	
Due Date _____	Time given to complete assignment _____
Reason for extension _____ _____ _____ _____	
Student's Signature: _____	
Teacher's Signature: _____	

### To be completed by parent before assignment is submitted

<b>Special note to Parent</b> Please sign this extension form to acknowledge that your child has <b>not</b> met an assessment completion date due to the reason mentioned above.  The student's assignment will not be marked and included in the student's results without this form being completed and signed by you to acknowledge that you are aware of the reason given for the extension.  <b>Parent's Signature</b> _____ <b>Date:</b> _____  N.B. Students are expected to complete work by the due date and should not rely on extensions on a regular basis to complete work. Students who develop a routine of late assessments are generally less successful at completing their studies and may need assistance and guidance from school and home for them to set priorities which enable them to complete set work on time. Thank you for your support in this process.
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### Final Signature To be completed by HOLA

Revised due date: _____	Head of Learning Area Signature: _____
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