



RED BEND CATHOLIC COLLEGE

7 – 10 ASSESSMENT EXTENSION REQUEST

If serious circumstances prevent you from being able to complete an assessment item by the due date, and you wish to be granted an extension, it is necessary to obtain an extension form from the Student Services Office (SSO). Complete the form and return it to the SSO.

Please attach the original completed form to your assessment and hand to the class teacher.

Requests for extra time should be made well in advance of the due date.

Sympathetic consideration is given to any reasonable request for an extension of time.

Extensions are not usually granted where requests are received on or after the due date.

NAME: DATE:

SUBJECT:

CLASS TEACHER: YEAR LEVEL:

REASON FOR EXTENSION:

- Medical
- Approved Leave
- College Sport Commitment
- Other

MEDICAL CERTIFICATE: YES / NO (attach if applicable)

(Parent/Guardian signature)

DIRECTOR OF CURRICULUM: NEW DUE DATE: