



NOOSA DISTRICT STATE HIGH SCHOOL

Application for an extension (assignment)

Applications must be made at **least two (2) school days before** the due date on this document, 'Application for an extension on due date for an assignment'.

If the reason for the extension is due to illness, a medical certificate will be required.

Technical and/or equipment issues are not usually considered a valid reason for failing to submit an assignment on the due date.

Instructions

1. Student and Parent/Carer to complete **Section A** only and email or hand the document to the teacher.
2. Class Teacher is to complete **Section B** and email or hand the document to the Head of Department.
3. Head of Department to complete **Section C** and email the completed document to the Parent/Carer, Student and Teacher. The Head of Department is to record this as a OneSchool contact and upload this document.
4. Student is to submit the completed assignment by the new due date for submission of assignment.

SECTION A – TO BE COMPLETED BY STUDENT and PARENT/CARER

Student name		Home Group	
Subject		Subject code	
Assignment name/topic			
Assignment stage	<input type="radio"/> Draft <input type="radio"/> Final		
Reasons for extension request <small>Attach medical certificate if illness is a reason. Attach any other supporting evidence.</small>	(provide specific dates of absences and/or illness & be prepared to show work to date)		
Teacher name			
Parent/Carer name		Signature	Date

SECTION B – TO BE COMPLETED BY THE TEACHER

Comment on student work effort to date on this assignment

Extension supported <small>(yes or no)</small>	Teacher signature	Date	
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SECTION C – TO BE COMPLETED BY HEAD OF DEPARTMENT

Extension approved? (yes or no)			
New date for submission of assignment			
Head of Department name			
Head of Department signature		Date	