



Request for Extension of Work

Parent/Caregiver/Student to complete and submit to teacher:

(At least 24 hours before the due date)

TEACHER:

SUBJECT:

DATE:

..... has an assignment / task due on/...../.....

Much of the work has been completed, but he/she is unlikely to be able to finish and submit this on time because of:

- Illness/injury (please provide parent note/doctors certificate)
- Family
- Other (please state)

.....

.....

We request that an extension be granted.

Signed: Parent/Caregiver. Date:/...../.....

Teacher to complete:

I acknowledge having received this request for extension of work.

DATE:/...../..... TIME:

- An extension has been granted until
.....
(must be evidence of significant progress, drafts etc.)

- An extension has not been granted for the following reasons.
(lack of evidence of significant progress, period of time over which assignment has extended)

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.....

Signed: Subject Teacher. Date:/...../.....

(student to attach form to completed assignment when submitted)

