



Port Lincoln High School

APPLICATION FOR EXTENSION OF WORK

Student:			
Subject:			
Assessment task:			
Original due date:		Requested extension date:	
Reason for extension request:			
Note 1:	The only acceptable reasons for extensions being granted are shown on the reverse of this form		
Student signature:			
Parent/caregiver signature:			
Note 2:	Requests must be presented to the subject teacher at least 24 hours prior to the original deadline; requests must be signed by the student and a parent/caregiver		
Note 3:	This sheet must be attached to the assessment task when it is submitted		
Teacher signature:	APPROVED / NOT APPROVED		

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REASONS FOR EXTENSIONS

Extensions are not granted as rewards for poor organisation. To do so would be unfair to students who work to submit tasks by the assigned deadline. In some circumstances, genuine reasons may arise where an extension is a fair and equitable way to assist students. These reasons are as follows:-

1	Illness	In the case of short-term illness (1-2 days) a note from a parent/caregiver is required.
		In the case of long-term illness a doctor's certificate is required.
2	Emotional Upset	Family trauma etc. should be substantiated by parent/caregivers.
3	Work Overload	Specific time allocations are set for a task.
		On occasions it may become mutually obvious (to teacher and student) that some of the specified times are unavailable or that the task requires more time than the teacher has allowed.
		Sport/work commitments are not an acceptable excuse for not meeting homework requirements.
		It is expected that progress will be monitored prior to the due date.
4	Natural Disaster	Work may be lost or damaged (e.g. work on a computer disk may become inaccessible).
		Evidence of draft work should be provided to substantiate requests.

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