The student is to complete the following form indicating the reason why they seek an extension for an assessment task (or set of tasks). Extensions may be sought due to approved leave or extenuating circumstances.

If a student is away for an examination, they will sit the task(s) on the day of their return.

<table>
<thead>
<tr>
<th>Reason for requested extension:</th>
<th></th>
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</table>

List the assessment(s), date(s) and subject(s) in which the extension is sought. Present this form to the KLA Coordinator of each subject in which an assessment will be affected.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Date of Task</th>
<th>Subject</th>
<th>Days of extension sought:</th>
<th>Signed, (KLA Coordinator)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Tick the appropriate box(es):

- If your extension is due to leave, your leave has approved by the Principal
- If your extension is due to illness, a medical certificate is attached
- Your extension has been discussed with your Academic Care Tutor
- You have submitted this form at least 5 working days before the due date of task(s)

Signed,

____________________  ___________  ___________  ___________
(Student)  (Date)  (Parent/Guardian)  (Date)

The College has agreed to:

- Approve the request
- Seek further information before approving the request
- Reject the appeal based on the following grounds:

Signed,

____________________  ___________
(KLA/Curriculum Coordinator)  (Date)